**Coventry Sports Foundation**

**Xcel Leisure Centre**

**Mitchell Avenue**

**Canley**

**Coventry**

**CV4 8DY**

**JOB DESCRIPTION**

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| **Job Title:** | Executive Support Officer |
| **Reporting to:** | CEO |
| **Responsible for:** | (No line management responsibilities) |

**SCOPE**

Coventry Sports Foundation and Culture Coventry Trust are operating as CV Life, so that the scope of this Job Description as a CV Life document extends to cover the employment contracts held with either Coventry Sports Foundation or Culture Coventry Trust.

**OVERALL PURPOSE AND OBJECTIVE OF THE ROLE**

Providing high level administrative support to the Executive Directorate and Boards of Trustees, with dedicated responsibilities for supporting and ensuring compliance with all governance requirements and funding application processes.

**MAIN DUTIES OF THE ROLE**

1. Support the Boards of Trustees and Executive Directorate in all administrative matters and office management;
2. Provide dedicated support to the Boards of Trustees and Executive Directorate in governance matters, including policy compliance and best practices and be a key point of contact for governance related enquiries;
3. Coordinate and manage Board and Executive Directorate meetings including the preparation of papers, agendas, minutes and reports for governance meetings;
4. Ensure regulatory and statutory obligations are met, such as corporate and charitable governance codes and funding agreements;
5. Preparation of briefings, presentations and reports for Board and Executive Directorate meetings.
6. Track and manage action items from Board and Executive Directorate meetings and maintain / update governance documentation, including risk registers and policies;
7. Provide dedicated support to the Executive Directorate in applying for funding opportunities, including grants and sponsorships and be a key point of contact for funding related enquiries;
8. Monitor funding agreements to ensure compliance with reporting and accountability requirements;
9. Support the preparation of financial and impact reports for funders and stakeholders;
10. Develop and maintain relationships with funding bodies, donors and grant providers.

This Job Description is neither exhaustive nor exclusive and may be reviewed and updated depending upon operational requirements and staffing levels.

**RESPONSIBILITIES FOR ALL EMPLOYEES**

* To embrace and lead by example on the Company’s key values of PRIDE, PASSION and PURPOSE or those that might at any time be subsequently re-defined.
* To undertake all duties and fully comply with all of the Company’s general standards and those relating to the specific requirements of the role.
* To carry out tasks at a range of sites that are either operated or managed by the Companies / Trusts or where services are delivered by the Companies / Trusts.
* To be involved in any aspects or opportunities for sharing of good practice, expertise and responsibilities within the Companies / Trusts. To generally help promote the work and public image of the Companies / Trusts, always maintaining high standards of customer service and personal appearance.
* To interact positively with customers adopting a friendly and professional approach at all times.
* To support the Company’s commitment to providing a safe environment for children, young people and vulnerable adults, ensuring awareness of the Company’s Safeguarding Policy, Procedures and Practice Guidance, and to be vigilant, reporting any safeguarding concerns without delay.
* To take care of their own health and safety and that of others who may be affected by their actions at work, and to co-operate with health and safety matters to help everyone meet their legal requirements.
* To co-operate with managers and colleagues to ensure compliance with environmental responsibilities and commitments.
* To attend and fully engage with all internal training and development requirements and opportunities, and maintain such qualifications as required by the demands of the role.
* To comply with the General Data Protection Regulations when dealing with, maintaining, sharing and storing information.
* To undertake other duties as specified, which are appropriate to the qualifications, experience and general level of the post.

**Date Created:**  3rd April 2025

**Date Reviewed:**

**PERSON SPECIFICATION**

**Essential Personal Attributes**

* Ability to positively interact with people across a range of roles, internally and externally
* High levels of self-motivation and organisation.
* A flexible approach to work, with the ability to work independently and collaboratively in a fast paced environment
* Ability to be positively persuasive and motivate individuals and teams.
* High standards in relation to the presentation of facilities and staff

**Essential Knowledge and Experience**

* Experience of working in an office environment and providing administrative support
* Understanding of corporate and charitable governance and regulatory requirements would be advantageous
* Financial literacy insofar as required for budgeting, grant management and financial reporting
* Previous experience executive assistance and / or corporate governance roles
* Knowledge of Safeguarding Procedures

**Essential Qualifications**

* Education equivalent to degree/professional level qualification and/or extensive previous experience in a similar role.

**Essential Special Skills**

* Excellent administrative, organisational and coordination skills and ability to prioritise workloads
* Ability to work under pressure
* Excellent interpersonal skills with an ability to maintain and establish good working relationships
* High level of written literacy and verbal communication skills
* High attention to detail with strong analytical and problem-solving abilities
* Financial literacy insofar as required for budgeting, grant management and financial reporting
* Ability to handle confidential and sensitive information with discretion
* Proficiency in Microsoft Office Suite and document management systems

**Special Circumstances**

* Ability to work unsociable hours including evenings, weekends, and Bank Holidays.
* Ability to travel between sites.
* Interest in working with underrepresented and disadvantaged community groups/individuals.