



# BARNSELY FC COMMUNITY TRUST

**APPLICATION PACK**

**BUSINESS ADMINISTRATOR**



# BARNLEY FC COMMUNITY TRUST

Barnsley FC Community Trust is a registered charity delivering community and charitable activities on behalf of Barnsley Football Club through four main themes.

**EDUCATION, HEALTH, SOCIAL INCLUSION AND SPORTS PARTICIPATION**

## OUR VISION

Raising Aspirations; Enhancing Lives; Improving Communities

## OUR MISSION

To use the power of Barnsley Football Club to inspire, improve and positively change lives in our community.

## OUR VALUES

**WE ARE PASSIONATE ABOUT OUR WORK**

**WE ARE TEAM PLAYERS**

**WE ARE OPEN AND HONEST**

◆ SPECTEMUR ◆ AGENDO ◆

# APPLICATIONS

Barnsley FC Community Trust are committed to the safeguarding of its staff, volunteers and young people. Any job offer made is subject to satisfactory references and Disclosure and Barring Service (DBS) check.

Application forms are available from - <https://barnsleyfccommunity.co.uk/about/vacancies/>

To apply for this role, please send a completed application form detailing how you meet the requirements of the role to: [Laura.Mulroe@barnsleyfc.co.uk](mailto:Laura.Mulroe@barnsleyfc.co.uk)

Or via post marked private and confidential to:

**Barnsley FC Community Trust**  
**Oakwell Stadium**  
**Barnsley**  
**S. Yorkshire**  
**S71 1ET**

Please note CVs will not be considered.

## JOB PURPOSE

To the daily operation on The Charity including compliance, finance & HR administration, front of house reception and general office duties



# JOB DESCRIPTION

|                     |  |
|---------------------|--|
| <b>Job Title:</b>   | <b>Business Administrator</b>                                |
| Hours of Work:      | 37 Per Week - Monday to Friday                               |
| Location:           | Barnsley FC Community Trust, Grove Street, Barnsley, S71 1ET |
| Reporting to:       | Chief Executive Officer (CEO) / Head of Operations (HOO)     |
| Salary Range:       | £22,020 - £25,000  |
| Contractual Status: | Permanent  |

## QUALIFICATIONS AND EDUCATION REQUIREMENTS

Educated to level 3 Business Administration or equivalent and 2 years' experience in a similar role.

Additional qualifications or training in compliance management, data protection (GDPR) and health & safety **(Desirable)**

## EXPERIENCE

Proven experience in a similar compliance and administration role, preferably within the non-profit or charity sector.

Experience in managing compliance registers, policies, and procedures to ensure adherence to current legislation and best practices.

Strong background in maintaining accurate and organised records, and effectively disposing of information according to retention policies.

Proficiency in using accounting software and office applications.

Demonstrated experience in liaising with external consultants and regulatory bodies. **(Desirable)**

Experience in conducting audits, documenting findings, and implementing recommendations for improvement. **(Desirable)**

Prior involvement in HR administration tasks, including onboarding, offboarding, and maintenance of HR systems. **(Desirable)**

Familiarity with financial tasks such as processing invoices, purchase orders, and petty cash management. **(Desirable)**

Experience of working in a Club Community Organisation **(Desirable)**

## SKILLS AND ABILITIES

Understanding of compliance principles, data protection regulations (GDPR), and health & safety requirements.

Strong attention to detail and ability to maintain accurate records.  
Effective communication skills, both written and verbal.

Collaborative approach to working with internal departments and external consultants.  
Organisational skills to manage and prioritise multiple tasks efficiently.

Proficiency in using HR management systems and other relevant software tools.  
Ability to conduct research and gather evidence to support compliance efforts.

Excellent problem-solving skills to identify issues and propose solutions.

Strong interpersonal skills for interacting with colleagues, visitors, and external parties.

Demonstrated ability to handle confidential information with discretion and professionalism.

Proficient in Microsoft Office suite and accounting software.

## PERSONAL ATTRIBUTES

Proactive and self-motivated with a strong sense of ownership for tasks and responsibilities.

Reliable and dependable, with a commitment to meeting deadlines.

A keen eye for continuous improvement and an eagerness to learn and adapt to changes in regulations and practices.

Approachable and able to build positive working relationships with colleagues at all levels.

Ability to work independently as well as in a team-oriented environment.

Flexibility to handle diverse tasks and adapt to shifting priorities.

# ROLES AND RESPONSIBILITIES

Maintenance and management of compliance registers, providing administration and officer support to continue the prompt succession and renewal of key business administration records.

Manage and respond to day-to-day administrative queries to include reception duties inclusive of responding to calls, correspondence, greeting visitors and managing the trust community inbox.

Receiving visitors at the front desk by greeting, welcoming, directing and announcing them appropriately.

Answering, screening and forwarding incoming phone calls to correct department if required

High standard of customer service and approachability for all trust duties including telephone correspondence, face to face visits and any required

Purchasing office supplies and maintaining office equipment

Keep updated records of office expenses and costs

Administration of tracking and distribution of ticket vouchers

Perform other clerical receptionist duties such as filing, photocopying, minute taking etc as and when required

Responsible for internal and external bookings

Monitor compliance administration with internal policies and procedures, ensuring your findings via weekly compliance checks are recorded and followed up with the Senior Management Team (SMT/HOO/CEO)

Ensuring information records are maintained and disposed of in accordance with the Charity's Retention Policy.

Raise awareness within the organisation of policies and procedures but also the impact on the organisation if these are not complied with.

Responsible for gathering evidence to support compliance and Capability Code of Practice.

Responsible for communicating the outcome of audits/compliance checks (including recommendations for improvement) throughout the organisation.

Fully competent on the HR Management System, ensuring all documents, employee electronic records, correspondence and policies and procedures are up to date and in line with the Trusts' branding.

Complete HR administration for the onboarding and offboarding of staff and creating letter correspondence for staff with any relevant changes, contractual or legislative.

To alert staff of any changes to policies and procedures via updates from CEO/HOO

Assist HOO and departments to ensure relevant risk assessments are in place, updated regularly and stored centrally.

Administration and documenting all incidents and their resolutions and ensuring correspondence is up to date and completed alongside SMT and Team Leaders

Process purchase order requests using the Trusts accounting software.

Process all supplier invoices using the Trusts accounting software.

Responsible for collating monthly payroll reports via staff timesheets to send to CEO/HOO for approval

Processing petty cash and reporting information to the accountants

General maintenance and administration of premises including, but not limited to, cleanliness, maintenance, security, health and safety, master keys and relevant data administration

Data Protection Officer duties and administration (Training can be given)

Maintain a good knowledge and understanding of GDPR and Health & Safety

Promoting high standards of personal professional conduct.

Embody the overall Vision, Mission and Values of the Charity.

Assist CEO/HOO/SMT in administrative tasks as and when required.



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