

ACTIVE HEREFORDSHIRE &
WORCESTERSHIRE

RECRUITMENT PACK

**Workforce
Admin
Officer**



LOTTERY FUNDED

Thank you for your interest in this role. Enclosed within this pack is all of the information required to assist you in your application.

Who we are

We are one of 42 Active Partnerships across England committed through our work to enabling healthier communities through physical activity and sport.

Our work brings together local system partners, organisations, clubs and individuals to create inclusive opportunities to support people across Herefordshire and Worcestershire to access the benefits of physical activity to get 'Everyone active for life'.

Our Vision & Purpose

Our vision is simple, 'everyone active for life'. With our know-how, we can get the communities we serve moving and active, improving health and wellbeing, transforming lives and creating lasting change.

Our purpose is to create a healthier Herefordshire and Worcestershire by harnessing the power of physical activity, focussing on those populations that are the least engaged and would most benefit from regular opportunities.

To tackle inequalities, we will focus on priority audiences (those facing inequalities and most likely to be inactive) and places (where the most physically inactive people live, and greatest inequalities exist) across both counties. These are identified through insight and engagement with stakeholders and networks.

We work collaboratively with many stakeholders, including our funder Sport England, local authorities, health and positive activity networks, and partners including voluntary community sector organisations such as sports clubs & primary care networks.

Our Values

Active Herefordshire and Worcestershire (AHW) is committed to being diverse and inclusive, and are working in accordance to our Diversity and Inclusion action plan.

The organisation's values are, Energy, Quality, Teamwork, Respect, Inclusive, and valuing people through the organisation's People Plan.



Job information

Post: Workforce Admin Officer

Salary: 18-20 Years - £10.85 per hour
21 or Over - £12.71 per hour

Hours: 8 hours per week to be worked in the office across Monday to Wednesday.

Contract Length: Fixed term contract until March 2027, with the possible extension subject to external funding

Responsible to: Workforce Relationship Manager

Office Location: University of Worcester, Hines Building, Henwick Grove, Worcester, WR2 6AJ.

Agile working policy in place subject to the needs of the business.

Job Description:

We are looking for a detail-oriented and enthusiastic Part-Time Administrator to support the planning and delivery of workshops, training sessions and community events.

These activities will support and strengthen the organisations we work with – including local charities, sports clubs, health partners, training providers and education providers.

Curiosity and a proactive approach to learning are highly valued here. If you enjoy learning new skills or building on the strengths you already have, this role could be a great opportunity for you.

Why Work for Us?

- We offer flexible working arrangements that aim to support both the employee and the organisation.
- A supportive and inclusive team culture, guided by our plans to make Active Herefordshire and Worcestershire a great place to work, promote diversity and inclusion and tackle inequalities.
- Opportunities for professional development.
- The chance to contribute to meaningful work that improves lives through physical activity.
- Annual Leave 25 days, plus bank Holidays (pro-rata).



Key attributes for the role:

- Reliable and dependable – you can be counted on to follow through with tasks
- Attention to detail – you take time to check your work
- Comfortable using IT – you are open to be trained to use and navigate new systems, and sharing your skills to help strengthen the team's work.
- Clear communicator – you ask questions when unsure and keep others informed
- A team player – you enjoy working with others and contributing to shared goals
- Open to developing your skills and learning on the job

Key Responsibilities

Event and workshop coordination

- Provide administrative support for the Workforce Relationship Manager to assist the coordination of workshops, forums, in-person and online events.
- Assist with venue bookings, catering, accessibility arrangements, webinar facilitation, invoice submission and internal Purchase Order requests.
- Liaise with facilitators, trainers, speakers, venue hire and partner organisations to organise the practical aspects of events, making sure everything runs smoothly.
- Support post-event activities including data collation, reporting and follow-up communications.

Administration and record keeping duties

- Collate and maintain accurate records of registrations, attendance and feedback using MS Forms and other engagement tools.
- Update systems with course information, using Eventbrite and the Active Herefordshire and Worcestershire website.



- Update calendars, CRM systems and shared planning documents.
- Respond to email and phone enquiries related to events and workshops.
- Communication and promotion of courses and workshops.
- Prepare and distribute event materials including agendas, presentations and other course associated documentation.
- Work with our Marcomms team to support engaging newsletter content, social media posts, blogs and campaigns.

Person Specification

Essential:

- Excellent organisational and time management skills.
- Good communication skills and attention to detail.
- Capable in using Microsoft Office and digital collaboration tools (e.g. Teams, SharePoint) or can demonstrate a willingness and ability to learn new systems on the job.
- Ability to work independently and collaboratively in a small team.

Desirable

- Experience in an administrative role, ideally within events, training, or community engagement, or the ability to meet the specified criteria through transferrable skills gained in education or volunteering roles.
- Experience working in or with community organisations, charities, or local authorities.
- Confidence using web portals, such as Eventbrite, with a willingness to learn how to update the website and collaborate on content for social media posts to the marketing team.
- A desire to understand and ensure safeguarding, inclusion, and accessibility are considered and embedded in all aspects of event planning.
- A willingness to understand the role of Active Partnerships and the physical activity sector.



General:

The above is a description of the job as it is at present, constituted, and is therefore subject to review and updating from time to time.

It is Active Herefordshire and Worcestershire's policy to consult the employee and to aim to reach agreement on amendments, but nevertheless the right to make any reasonable changes is reserved.

You may include any experience, knowledge, skills or training that demonstrate you meet the essential requirements.

You can also include any other information you feel is relevant, such as what you can offer to the post and the organisation.

If you think you might have most of the essential aspects within the person specification but are not 100% sure, please do still apply and let us decide.

We know that certain groups rule themselves out of opportunities assuming others will be more successful, but please don't be that person.

We want applications from the widest cross-section of the community.

We want to understand your own experience and motivations. Please avoid using AI tools, unless it can aid in accessibility requirement, to generate your responses so that we can get an authentic sense of your skills and potential.

Equality Statement:

Active Herefordshire & Worcestershire is committed to being an equal opportunities employer and welcomes applications from all members of the community.

Privacy Statement:

Active Herefordshire & Worcestershire takes your privacy very seriously. More information on how we collect, manage, process and store your data can be found in our privacy policy <https://www.activehw.co.uk/privacy-policy>.

Next steps:

Shortlisted candidates will be invited to an in-person interview and work-related administration task.

References will be carried out for the successful candidate.



TO APPLY:

Apply online via application form.

Download the application form via:

<https://www.activehw.co.uk/jobs/11095>

CVs will be accepted alongside a cover letter that addresses job requirements.

Closing Date: 23:59pm on Sunday 26th April

For an informal discussion of the post please contact:

Natalie Smith - Workforce Relationships Manager

Email: natalie.smith2@worc.ac.uk

Office Number: 01905 855498

