

Workforce Assistant

18 hours per week

Actual Salary Range: £9,839 - £10,898

Fixed term contract until 30 September 2020 subject to the continued receipt of external funding.

Could you play a part in ensuring Surrey is the most active county in England? If you have administrative experience and a passion for improving sport and physical activity, why not apply to join our team?

Evidence shows that active people live more enriched lives and are healthier, happier and more prosperous. As the local lead agency for physical activity and sport, Active Surrey has a key role in ensuring this happens. Our mission is to influence, enable and develop physical activity and sport in Surrey in an innovative, inspiring and impactful way. We have a strong track record but we want to do even more for our residents and partners. Our Objectives are to:

- **Influence** policy, strategy and investment.
- **Enable** more people to be more active more often.
- **Develop** and connect the local infrastructure.

Following a review of our work, we have created a dedicated workforce development team and we are excited to be advertising for a new, part-time Workforce Assistant. Our development opportunities include: training thousands of young leaders in primary schools; conferences and networking events for professionals; and training courses for hundreds of club coaches, teachers and volunteers. The successful applicant will provide the Active Surrey team with comprehensive administrative support for the workforce development programme and contribute to the delivery of an efficient, effective, customer-focused service.

Active Surrey, part of the national County Sports Partnership (CSP) Network, has been running very successfully since it was set up in 1999 by Sport England and local partners as a not for-profit organisation. Hosted by Surrey County Council, the Partnership aspires to be an open, inclusive, cross sector, multi-agency partnership involving all those with an involvement or interest in the development of sport and physical activity. Visit www.activesurrey.com

To be **shortlisted to interview** for this position your application will **clearly evidence**:

- Good IT skills with knowledge of, and competency in, essential software including email, word, spreadsheets.
- Experience of using social media for work purposes.
- Ability to handle a range of confidential material with discretion and sensitivity.
- Experience of providing excellent customer service.
- Ability and willingness to work flexible hours, which may include some evenings /weekends.

Although based at Active Surrey's office in Woking, a significant part of the job involves supporting the delivery of training courses and events which will mean travelling within the county and, at times, regionally/nationally. The work is also likely to include a reasonable number of unsociable hours including some weekend and evening work. The ability to travel between sites across the county is therefore required for this post. Travel costs are reimbursed.

To view the role profile and to apply, please visit the Surrey County Council Jobs page: <http://ow.ly/W1Dn30j73Z4>

The job advert closes at 23:59 on Sunday 8 April 2018. Interviews will take place on Thursday 19 April 2018.

Where possible, we offer flexible working, mobile phones and laptops. We offer 24 days annual leave for full time staff (pro rata for part time staff), local government salary-related pension, discounted child care vouchers as well as the option to join the car lease scheme. For more information on staff benefits, please visit <http://ow.ly/MyZB30j73To>

This role is part-time (18 hours per week). It can be combined with the part-time Events Assistant role (also currently being advertised) to create a full-time (36 hour) post should you have the right skills and experience. If you apply for both roles, please clearly state on each application whether you are interested in combining the two roles (as a full-time role) or are just interested in working either role part-time.