emdUK

the national governing body for group exercise

Project Support Officer

Part time: 24 hours per week

Fixed term contract until 31/03/2024

Salary: £20,000-£30,000 pro rata

About EMD UK

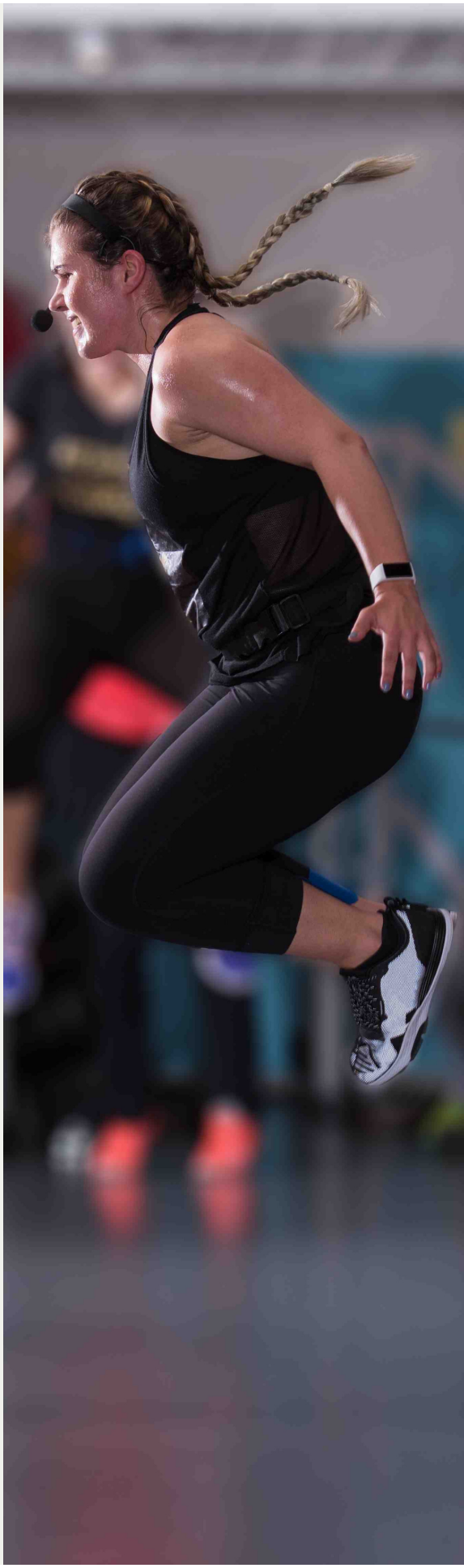
As the national governing body for group exercise we are dedicated to achieving our vision of a healthier communities through group exercise. We work with instructors, operators and organisations across the sector to provide help, support and advice and to ensure that group exercise continues to inspire people of all ages and abilities to take part in physical activity.

Our vision

Healthier communities through group exercise.

Our mission

To support group exercise instructors to be the best they can be.



Our values

WE SUPPORT

We support instructors to be the best they can be. We use our resources, expertise and influence to guide instructors individually and as a collective.

WE COLLABORATE

Our vision and mission matter for the health of all communities. We collaborate and seek a 'win-win' for the benefit of instructors, the wider physical activity sector and the nation.

WE ARE INCLUSIVE

Group exercise is for everyone. We strive to ensure all instructors have the same opportunities from us, regardless of age, gender, ethnicity or ability.

WE ACT WITH INTEGRITY

Our customers and stakeholders expect EMD UK, as the national governing body, to be fair, consistent and do the right thing. We are honest, principled and have high standards. We deliver on our promises.

WE ARE AMBITIOUS

We think big! We always challenge ourselves and the sector to provide the best support and opportunities for instructors.

What our team say

FRIENDLY TEAM, fun team days out and generally a really good place to work

PEOPLE ARE PUT FIRST, we always come together to work on ideas or get a job done.

I enjoy working at EMD UK and feel there is a lot of opportunity to **MAKE A DIFFERENCE.**

VALUED by members of my team and interested in the work I do.

I enjoy my work and find it interesting. I have great management and **FEEL PART OF THE TEAM.**

Project support officer

We are looking for an experienced project support officer to join our friendly team.

The ideal candidate will have experience assisting the delivery of projects with multiple stakeholders. You will be highly organised, professional and demonstrate excellent communication skills. Knowledge of the fitness or sports sector will be an advantage as will an understanding of the barriers facing women getting active in society today.

This is an exciting opportunity to support the rollout of This Girl Can Classes. You'll provide key administrative support to the Project Manager, liaise with fitness instructors and leisure operators as well as speak to stakeholders looking to roll out this exciting new group exercise class concept. You'll also be on hand to answer queries input into the development of the project.

Your role at a glance

TITLE: Project Support Officer

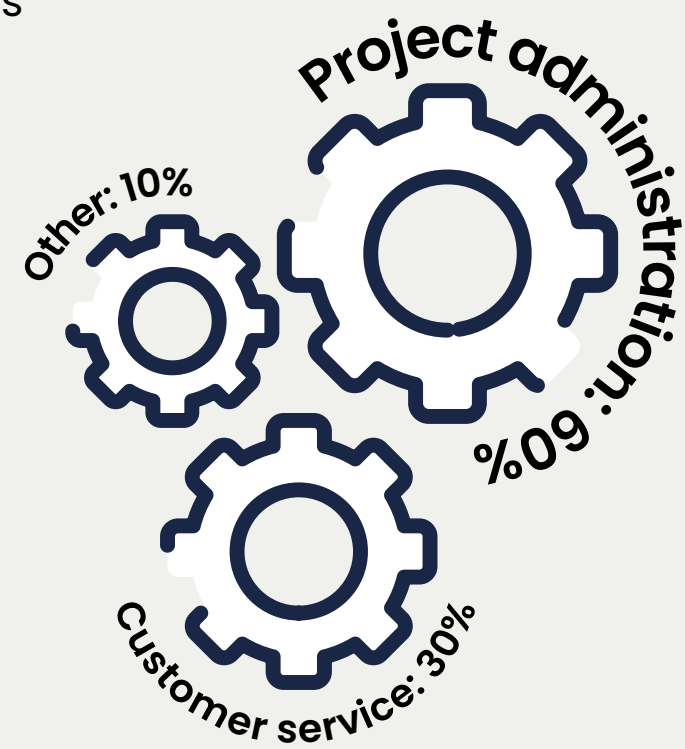
REPORTS TO: Project Manager

LOCATION: Home based or at EMD UK Head Office, Horsham, West Sussex. (Please note: There will be a requirement to travel to Horsham as needed.)

CONTRACTUAL STATUS: Part time (24 hours per week)

SALARY BAND: £20000 - £30000 per annum pro rata

JOB PURPOSE: Responsible for the general administration of projects, customer support and monitoring of EMD UK projects



Key Tasks and Responsibilities

- To assist in the day-to-day administration of projects.
- To liaise with staff to ensure that all documentation for projects is up to date.
- To be a point of contact for stakeholders and customers in dealing with project related queries and issues.
- To build relationships with organisations to benefit project objectives.
- To administer processes of EMD UK.
- Growing, maintaining, and analysing project data.
- To support the development of new and existing products and services.
- Administration of and minute taking at relevant meetings and working groups.
- To attend meetings and events as appropriate on behalf of EMD UK.
- To support the EMD UK events programme and any relevant projects as required.
- To support the EMD UK Project Manager and other senior staff as required.
- Any other relevant task commensurate with the level of the role and as requested by your line manager, Head of Department or Chief Executive.

Person specification

Essential

- Educated to Level 2 (5 GCSEs or equivalent)
- Experience of working in a target-driven environment
- Experience of working in an administration role
- Understanding of effective project management processes
- Understanding of and ability to deliver exceptional customer service at all times
- Excellent communication and interpersonal skills, especially speaking to potential customers on the phone and via email
- Excellent organisational and time management skills
- Ability to meet sales targets, deadlines and work under pressure
- Ability to work as part of a team
- Ability to be flexible, adaptable and follow procedure
- Ability and willingness to travel throughout the UK and to work evenings and weekends as required
- Competent in the use of basic IT systems, website

Desirable

- Basic knowledge of the fitness industry and qualifications / training sector

This job description is not to be regarded as exclusive or exhaustive. It is intended as an indication of the areas of activity and can be amended at any time in response to the changing needs of the organisation.

Our employee benefits

- 25 days plus bank holidays of annual leave pro rata
- Cycle2Work Scheme
- Employee Assistance Programme Helpline
- Cashback Healthcare Scheme
- Pension Scheme
- Flexible Working
- Commitment to development and training
- Discounted gym / spa membership
- Active 30 – 30 minutes of time everyday to be active

How to apply

To apply please complete and return the application form **detailing how you meet each of the criteria in the person specification** as well as the diversity monitoring form. Please include details of two references (e.g., current & previous employer, college tutor, mentor etc.). Referees will not be contacted before a verbal offer of employment is made. Please **do not** just send your CV or a generic application.

Diversity monitoring form - your data will be stored separately from your application and will at no time be connected to you or your application.

All relevant information can be found on our website here.

If you have any questions regarding this role or would like a confidential discussion about the position, please contact Shelley Meyern, Head of Operations and Projects via email shelley@emduk.org

Closing date for applications: Sunday 31st July, 11:30pm

Interviews will be held via video call w/c 8th August