

# Operations Co-ordinator

**Salary Range:** £34,580 - £36,917

**Grade:** Level 2 Zone 2

**Location:** Talacre Sports Centre

**Reports to:** Liz – Operations Manager



# About the role

We are committed to giving our children and young people the best start in life, encouraging everyone to lead healthy lives and creating environments where it's easier to take part in physical activity. Camden's Sport and Physical Team provide opportunities for our children and young people to thrive through our term-time and holiday sports activity courses, extensive gymnastics programme, Active Schools programme and our award-winning Sports Education and Training programme. We are proud of our partnerships with schools, clubs and community providers, and the opportunities we offer children and young people across Camden.

The purpose of this role is to provide administrative support to our Sports Development Children and Young People Service. You'll support the team to achieve participation and financial targets through effective administration of our sports courses and activities. This includes developing and managing effective systems to provide current, accurate financial and monitoring data using different IT systems. You'll be responsible for customer bookings and payments, recording and monitoring income and expenditure. You'll support the Children and Young People Operations Manager in budget monitoring, preparing financial reporting information, assisting with monthly forecasting and the closure of annual accounts using Camden's Oracle finance programme. You'll support colleagues by organising and maintaining systems for the procurement of services which includes all supplies, services and equipment using Camden's electronic procurement and purchase card system, dealing with and resolving queries, ensuring compliance with Camden's Financial Regulations. You'll be working with colleagues to collate and submit monthly staff timesheets, ensuring compliance with HR regulations.

# The things you'll achieve

You'll work with colleagues to increase participation on our sports programmes by developing and distributing marketing and communication materials and maintaining a comprehensive database to ensure effective customer communications. This role includes daily communication and contact with customers, suppliers and colleagues face to face, email and phone.

# About you

## **Experience**

You'll bring your experience and excellent customer service and administrative skills to this fast-paced role. You'll be able to demonstrate high levels of professionalism and be approachable, courteous, and helpful in the delivery of support for customers and colleagues.

You'll be able to demonstrate strong IT skills using outlook, word, excel, quickly and proficiently adapt to using several different IT booking and finance systems once trained, and will be able to contribute to improving efficiency of these systems.

You'll be an experienced communicator working with Better leisure, suppliers, parents, teachers, children and young people.

## **You'll have**

You'll be able to work flexibly, balancing competing priorities and meeting deadlines whilst understanding the needs, timescales and deadlines of others. This role requires you to deal confidentially with a range of colleagues and customers.

You'll be required to update and deliver registers and medical information, in line with Camden's data protection policy, to coaches and instructors and to ensure the data is stored safely.

You will need to be well organised and support the team to achieve the best outcomes for our customers.

# Other important stuff...

## **People management**

*No direct line management*

## **Work environment**

Your main base will be Talacre Community Sports Centre. You may be required to attend other council buildings including 5 Pancras Square (Head Office), provide support for events around the borough, which you'll be required to travel independently to. This role may on occasion require evening or weekend working.

## **Who you will be working with**

This role will develop and maintain strong relationships with the following internal colleagues: Sport & Physical Activity Team including Ashley our Active Schools Officer, Sophie our Sports Education and Training Manager, Anne-Marie our Gymnastics Managers, and Ben our Sports Development Officer and colleagues in finance, HR and payroll.

## **The application process**

*Please click on the apply button on the website to submit your application. We aim to get back to candidates within two weeks of the role closing to inform you when an interview will take place.*

# Who we are

## Diversity & Inclusion

At Camden, we value and celebrate difference and encourage diversity in all respects. Our diverse workforce ensures we represent our communities to the best of our ability and enables us to make better decisions. Because of this, we particularly welcome applications from Black, Asian and those of other non-white ethnicities, those who identify as LGBT+, neurodiverse and disabled people.

## Agile working

At Camden we view work as an activity, not a place. We focus on performance, not presenteeism. We create trusting relationships, we embrace innovation rather than bureaucracy and we value people. Collaboration is the Camden way, silo working isn't.

## Asking for Adjustments

Camden is committed to making our recruitment practices as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to do anything differently during the application, interview or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, at [resourcing@camden.gov.uk](mailto:resourcing@camden.gov.uk)

