MAGIC CLUB
Claremont

Are you super organised, have a great eye for detail and want to put your skills to good use with a local charity for incredible young people?

The Magic Club (CIO) is a charity in Claremont, Blackpool, working with young people aged 7-18 to increase their skills, access amazing opportunities and have loads of fun! We deliver a really full programme of activities all year round, supporting young people in our community to reach their fullest potential.

We are recruiting a Business Support Officer to assist with the administration of our work. This is a part time post (14 hours) which can be worked flexibly across the week in line with the needs of the charity and the post holder. Some time would need to be spent at our Club in Claremont, however some of the post can also be carried out at home after our initial probation period.

We are a small charity with big ambitions, and we are looking for a highly motivated and organised person to join our small but perfectly formed team.

We will also consider a single candidate for both this role and our Sessional Youth Support Worker vacancy, if the candidate has the relevant skills and experience. Please indicate on your application if you wish to be considered for both roles.

Working for the Magic Club is hugely rewarding and full of variety. If you are excited about what we do, and think you meet the essential criteria in the person specification then we would love to receive an application from you.

If you need this information in any other format or for an informal chat about the role please contact Laura White, Chief Executive Officer by email; laura@magicclub.org.uk

To apply, please complete and return the application form to Laura White at laura@magicclub.org.uk
*by **Midnight on Wednesday 23rd October 2024***
*Interviews will take place on **Saturday 2nd November 2024***

Registered Charity Number 1178232

We are an equal opportunities employer and welcome applications from all suitably qualified persons

Job Description

- £13.03 per hour
- 14 hours per week
- Generous holiday allowance
- Flexible working hours
- This contract is fixed term until 31.11.25
  (Contract extension will be reliant on suitability for the role and additional funding income)

Purpose & Scope

The Magic Club (CIO) is looking to recruit a dedicated, enthusiastic and highly motivated, part-time, Business Support Officer to support us as we continue develop our work with young people in Claremont.

This is a key role that will provide financial and administrative support to all of our projects and activities. You will liaise closely with the Chief Officer and other staff and volunteers.

Key Objectives

- Work with the Chief Officer to ensure the Magic Club is able to operate smoothly, working within current systems and identifying and making improvements where necessary to ensure best practice.
- Provide administrative support for all of our activities, trips, projects
- Maintain our membership lists in line with our GDPR policy and be point of contact for new members
- Publish our regular newsletter and maintain our mailing lists
- Support the Chief Executive to maintain an accurate financial system and records including the paying of invoices
- Oversee the monthly payroll function and ensure payments are made to HMRC by due dates
- Support the recruitment of staff and volunteers and maintain HR records
- Work with the Chief Officer to maintain H&S records and checks, including the development of new procedures where required.
- Provide support for the evaluation of projects and activities
- Provide facilities, health and safety and resources management

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- To be proactive in safeguarding and supporting the health, safety, development and wellbeing of young people
- To adhere to Magic Club standards, policies and procedures
- These main duties are not an exhaustive list, only a general guide to the post. The duties may, in consultation with the post holder, change from time to time to reflect the changing needs of the charity

Data Protection

All employees are under a legal obligation not to use or disclose any personal information that comes into their possession in the course of their duties in any unauthorised manner. Duties and obligations under the Act that relate to this particular post will be explained to the post holder upon appointment.

Special Working Conditions

All staff will be expected to work across the Magic Club team for special events as and when requested.

The post is subject to a three-month probationary period.

Due to the nature of the work, the post holder needs to be at least 18.

Magic Club is committed to safeguarding and promoting the safety and welfare of children, young people and vulnerable adults

Relevant information for candidates

We will ask whether they you a barred person as per the DBS requirements and we will conduct a DBS check

We reserve the right to approach any current or previous employer for a reference

We will ask about disciplinary offences, including those that have expired

The Rehabilitation of Offenders Exceptions Order applies so we will ask about 'spent' convictions

We will ask you why you left your last employment

Providing false information will lead to no appointment or dismissal

Failing to declare conviction, caution or pending police action could disqualify the applicant for employment

Offers but not appointments are 'subject to satisfactory checks' i.e. no unsupervised access to children until all appropriate checks carried out.

Person Specification

	Essential	Desirable
Education & Qualifications	• A good standard of general education	• Administration / Finance qualification or training or similar
Experience, Knowledge & Skills	• Minimum of 1-year administration experience in similar role • Proficient IT skills including use of MS Office software & Google Docs • Strong organisation skills, ability to prioritise work demands • Able to plan, deliver and complete projects to agreed timescales • Good communication and interpersonal skills • Able to maintain accurate financial records and systems • Experience of producing reports • Working knowledge of H&S in the workplace • Able to work independently and as part of team • Knowledge of Safeguarding and Child Protection policies and procedures	• 1-year book keeping/accounts experience • Experience of building management • Experience of resource management • Experience of working in voluntary sector either in a paid or volunteer role
Attitude and Approach	• Passionate about supporting young people to reach their full potential • A commitment to equal opportunities • A practical and flexible approach to problem solving • Ability to maintain confidentiality • Honest, reliable and flexible	

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