



<https://motiv8.org.uk/job/business-support-administrator/>

## Business Support Administrator

### Description

**JOB TITLE:** Business Support Administrator

**RESPONSIBLE TO:** Resources Manager

**RESPONSIBLE FOR:** To provide effective and efficient administrative support within the Motiv8 Head Office site. The post holder will support a variety of business functions for both the Resources and Operational teams. The post holder will work flexibly and collaboratively, demonstrating excellent customer service and communication skills to engage with internal and external stakeholders at all levels

**HOURS PER WEEK:** Between 30-37.5 Hours per week

**LOCATION:** Hybrid or office-based Motiv8 Head Office (Central Portsmouth) with a minimum expectation of 50% of time spent within the office.

**SALARY:** £22,063 – £29,152 per annum (dependent on skills, qualifications and experience)

- £22,063 – £24,426 (with Level 2 relevant qualification)
- £24,426 – £29,152 (with Level 3 relevant qualification)

### Responsibilities

As a Business Support Administrator within the Head Office venue, you will be undertaking a wide variety of activities to support the direct delivery with clients undertaken by the delivery teams but also to provide some support to the Resources Manager and PA duties for the Interim/Chief Executive.

### Qualifications

We are looking for an experienced Business Support Administrator to help support the delivery and Head Office teams. You will be part of a community based team and be supporting a team offering support to young people and families. You will work flexibly across the delivery teams within the venue, demonstrating excellent customer service and communication/support skills.

### Job Benefits

In return for your hard work, we offer:

### Hiring organization

Motiv8 South

### Employment Type

Full-time, Part-time

### Duration of employment

Permanent

### Job Location

Units 2 and 3 Cumberland Gate, Cumberland Business Centre, Portsmouth, Hants

### Working Hours

30 – 37.5 hours per week (potential for hybrid working up to 50% of hours)

### Base Salary

£ 22063 - £ 29152

### Date posted

March 15, 2024

### Valid through

05.04.2024

- Annual leave: 24 days for the first 5 years increasing to 27 days after 5 years and additional holiday for further long service
- Holiday purchase scheme to provide additional flexibility.
- Pension contribution of 3%
- Continued wellbeing and welfare support to staff, through regular supervision, appraisals, staff feedback and access to support networks and 24 hour counselling access through the company Employee Assistance Program.
- A comprehensive training package, to provide you with personal and professional development and to support your continuous professional development
- Thorough induction into core modules of work, providing you with a solid grounding in the field
- Job role progression routes through a company competency framework
- A challenging but rewarding work environment where you can make a difference
- A value driven culture that focuses on the employee and their needs
- Positive work culture – holding an Investors in People Platinum accreditation

## Contacts

To apply for this role, please visit our recruitment portal and upload your CV and covering letter, making sure that you outline your experience and knowledge of the following 3 areas:

- Administration experience
- Knowledge/experience of databases
- Experience of receptionist duties

[Link to recruitment portal](#)

To see the full application pack for this role, please click [here](#)

To see a copy of the full job description and person specification, please click [here](#)

The closing date for this role is **midday on 5 April 2024**

If you have any queries on the role, please contact [marina.tuck@motiv8south.org.uk](mailto:marina.tuck@motiv8south.org.uk)