



Job Description and Person Specification

Job Title	Business Support Assistant
Salary	£26,107
Location	Based at YCT House Harlow, with work across the region. Occasional working from home with agreement from CEO
Accountable to	CEO, YCT
Hours of work	37.5 hours per week Occasional evening and weekend work may be required; a time off in lieu system operates.
Annual leave	25 days per annum plus one day for each complete year worked to a maximum of five days, exclusive of public holidays (pro rata). Leave year runs from 1 st April – 31 st March.
Pension	A contributory pension scheme operates.
Probationary period:	6 months with a review at 3 months. During the first 3 months the contract may be terminated with 1 weeks' notice, thereafter it will be 2 weeks up to the end of the probation period.
Notice required	2 months

Job Description

This is a full-time post based at YCT House in Harlow for a fixed term of 2 years.

The purpose of this role is to maintain and increase the income of YCT through supporting and actioning work initiated by the CEO.

This role is suitable for someone who is keen to build and develop their career in the Third Sector. Alternatively, an individual who has proven experience in this sector who would like to work flexibly.

The successful applicant will report to the YCT CEO.

Main duties and responsibilities

Under the direction of the YCT CEO:

- Support existing programmes of work in order that they are sustainable and continue to generate income.
- Research and operationalise new areas of work initiated by the CEO.
- Network, liaise and build relationships with appropriate groups and individuals, indicated by the CEO.
- Create and write up Business Cases for new pieces of work
- Create strong links with the commercial sector in pursuit of sponsorship, capital donations and opportunities offered through CSR as well as other local opportunities for financial support.
- Where opportunities arise access pro bono support and generate gifts in kind and legacy-giving.
- Contribute to the effective communication, profile-raising and marketing of YCT.
- Work within the agreed management structure of YCT, follow the organisation's ethos and charitable aims and work within YCT's policies and procedures.
- Undertake any other reasonable duties requested by the CEO or the YCT Board.

Person specification

Criteria	Essential (E) or Desirable (D)	Application (A) or Interview (I)
Confident, highly motivated, driven and enthusiastic approach to work	E	A / I
Ability to prioritise and manage own workload	E	A / I
Ability to work under pressure and meet deadlines	E	A / I
Ability to actively problem solve and implement solutions in a focussed and positive way	E	A / I
Ability to build and maintain effective relationships with external partners	E	A / I
A passion for developing work within the third sector	E	I
Strong organisational and planning skills	E	A / I
Exceptional written and verbal communication skills	E	A / I
Excellent interpersonal skills and an ability to communicate effectively at all levels	E	A / I
Highly competent in the use of ICT and MS Office products	E	A
Ability to effectively use social media for business development purposes	E	A / I
Ability to grasp, assimilate and apply information and concepts quickly	D	A / I
Ability to think creatively and use own initiative	E	A / I
Ability to work effectively as part of a team	E	A / I
Ability to work flexibly to the needs of the role	E	A / I
Access to own transport for travel as appropriate to the needs of the role	E	A

Keen learner, with a willingness to develop new skills and knowledge	E	I
Ability to write robust business cases	D	A / I
Experience submitting bids and tenders	D	A / I
Experience of effective marketing and communications	D	A / I
Ability to prepare and deliver professional and persuasive presentations	D	A / I
A good understanding of mental health and emotional wellbeing	D	A / I
Experience of working in a similar role previously	D	A / I
Experience delivering projects with the commercial sector	D	A / I