

Business Manager

Salary:	Up to £35k
Hours:	37
Closing date:	1pm Friday 5th January 2018
Interview Date:	Friday 19th January 2018
Please Quote:	AT264

Active Tameside are recruiting on behalf of the Association of Greater Manchester Leisure and Cultural Trusts (known as GM Active).

GM Active's vision is for a network of innovative, responsive, resilient and high performing Greater Manchester Leisure and Cultural Trusts that deliver transformational health and wellbeing outcomes through collaboration across Greater Manchester's communities.

GM Active are seeking an experienced, highly motivated person to undertake a key business management role for the organisation. This is a fabulous opportunity to work on behalf of a collaborative network comprising of 13 organisations with a combined expenditure of circa £100 million.

Receiving expert guidance and support from a range of senior professionals across Greater Manchester, the post holder will undertake a key support role for the GM Active Executive Board, leading day to day co-ordination, administration and oversight of GM Active's portfolio of projects and wider activity.

The post holder will act as the first point of contact for GM Active, liaising with external partners where appropriate to ensure delivery of supporting functions to GM Active. They will co-ordinate the delivery of GM Active's portfolio of projects, working with identified project leads across the member organisations, to ensure quality and timely delivery of GM Active's collaborative deliverables.

The employer will be a member organisation located in a GM district closest to where the successful candidate resides. Terms and conditions of employment are excellent.

Candidates should be available for interview on **19th January 2018**.

For an informal discussion about the post please contact Peter Burt on 07866 539344 or e mail pete.burt@inspiringhealthylifestyles.org

To apply for this position please enclose a CV and covering letter of no more than 500 words to HR@activetameside.com or Human Resources, Active Tameside, Active Ken Ward, Hattersley Road East, Hattersley, Hyde, SK14 3NL or email hr@activetameside.com.

Job Profile

Title: GM Active Business Manager

Role: The post holder will undertake a key support role within GM Active (the Association of Greater Manchester Leisure and Cultural Trusts) leading day to day co-ordination, administration and oversight of GM Active's portfolio of projects and wider activity.

Salary / Grade Up to £35,000 (dependent on experience)

Reporting to: Nominated Member Organisation management lead

Employer / Host Member Organisation (to be agreed with the post holder)

Key Accountabilities:

1. Co-ordinate the delivery of GM Active's portfolio of projects, working with identified project leads across the member organisations, to ensure quality and timely delivery of GM Active's collaborative deliverables.
2. Support the GM Active Board including agenda setting, minute-taking and report writing.
3. Monitor GM Active's budget and key performance indicators, on behalf of the GM Active Board.
4. Liaise with external partners where appropriate to ensure delivery of supporting functions to GM Active. In particular, this will involve liaising closely with UK active as the organisation's key support partner.
5. Act as a first point of contact for GM Active with a wide range of external and internal stakeholders.
6. Positively represent GM Active and its member organisations to stakeholders and partners.
7. Use information technology and associated systems and adhere to data protection policy.
8. Be proactive, seek to improve and develop skills and comply with agreed procedures and values.
9. Be aware of and committed to equal opportunities principles and practices.
10. Be aware of and adopt when required relevant Health and Safety policy and practice.

Person Specification

Title: GM Active Business Manager

CRITERIA	CATEGORY	METHOD OF ASSESSMENT
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Educational Standards / Qualifications

Degree level or equivalent.	E	Application
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Personal Qualities / Skills

Ability to develop & maintain effective administrative systems.	E	Application/Interview
Empathy with the social aims and values of the Association and the third sector.	E	Application/Interview
Strong commitment to diversity and anti-discrimination practice.	E	Application/Interview
Commitment to delivering quality services for people and the continual improvement of processes.	E	Application/Interview
Ability to work co-operatively with other teams/providers across professional boundaries.	E	Application/Interview
Proven commitment to personal development.	E	Application/Interview
Ability to disseminate information and produce reports demonstrating impact.	E	Application/Interview

Relevant Experience and Understanding

Experience of successfully facilitating collaborative work.	E	Application/Interview
A good understanding of national, regional and Greater Manchester policy, strategy and funding arrangements for Public Health, sport and physical activity.	D	Application/Interview
Experience of managing the work of Boards / Committees.	D	Application/Interview

Specialist Knowledge

Knowledge of monitoring and evaluation processes.	E	Application/Interview
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Vision, Values and Behaviours

Appreciation of and adherence to the values of the Association.	E	Application/Interview
Ability to work independently and use own initiative.	E	Application/Interview

Category D - Refers to Desirable Features which would normally enable the successful candidate to perform the duties and tasks better and more efficiently than one who did not have the qualifications, training, experience, etc.

Category E - Refers to Essential Requirements without which the candidate would be unable to carry out the duties of the post.