



# **Business Support Manager (Maternity Cover)**

**London**

**Recruitment Pack**



## October 2024

Thank you for your interest in the post of **Business Support Manger** at the Rank Foundation. In this Information Pack, you will find the following documents:

- Letter to applicants from Sonia Talsi, Assistant Director of Operations
- Job description, person specification
- How to apply and recruitment timetable

The job description describes the main responsibilities of the post; the person specification relates directly to the job description and is a list of the skills and experience that we consider necessary for the post. Please read these documents carefully. The applicants who fit the person specification most closely will be shortlisted for interview so please make sure you tell us everything relevant to your application in your CV and covering letter.

The Rank Foundation is committed to a policy of equal opportunities, and we ensure that all applicants are treated fairly and equally.

Dear Applicant,

Thank you for your interest in the role of Business Support Manager.

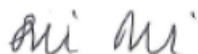
The Rank Foundation works in communities across the UK to encourage leaders, develop entrepreneurial mindsets and form strong networks that enhance communities. At the heart of the Foundation, is our supportive Network of over 1,200 leaders working in communities across the UK. Together, they learn, share and connect to tackle society's challenges. We build deep and lasting relationships of support with our Network, going beyond traditional funding to relational philanthropy based on mutual respect, trust and empathy. Inspired by the faith of our founder, we care about the people and communities working with us for social good. We believe in their collective power to make a difference.

We're seeking a dedicated and highly organised Business Support Manager to join our team on a 12-month maternity cover basis. The post holder will be at the heart of our operations and play a key role in providing primarily comprehensive support to our governance and HR activities. If you are an organised, adaptable and reliable individual looking to make an impact in the philanthropy and social sectors, we'd love to hear from you.

We hope our Information Pack inspires you to pursue your application. If you want to know more about the role, please email [recruitment@rankfoundation.com](mailto:recruitment@rankfoundation.com). For further information please visit the website at [www.rankfoundation.com](http://www.rankfoundation.com).

If you feel you may require additional assistance during the recruitment process please do let us know.

We very much look forward to meeting you.



Sonia Talsi

Assistant Director of Operations

## ROLE PROFILE – Business Support Manager (Maternity Cover)

Salary: £35,000 - £40,000

<b>Job Title</b>	Business Support Manager (Maternity Cover)
<b>Job Reports To</b>	Assistant Director of Operations
<b>Business Unit/ Department</b>	Administrative/Operations
<b>Date Completed</b>	October 2024
<b>Dimensions of Role</b>	Full time – 35 hours per week (Office based with the option of working from home on Fridays).  Fixed Term 12-month maternity cover
<b>Working Relationships</b>	<ul style="list-style-type: none"> <li>• With the Executive &amp; Administrative team</li> <li>• With the Chair and Board of Trustees</li> <li>• With those we support, within the Rank network</li> </ul>
<b>Purpose Statement</b>	The postholder will be a key member of the central administration team of the Rank Foundation.
<b>Key Accountabilities</b>	<p><b>Secretariat support to governance committees:</b></p> <ul style="list-style-type: none"> <li>- Drafting agendas, production and dissemination of papers for Committees and Board meetings to trustees</li> <li>- Attendance to governance meetings, minute taking, and following up on actions</li> <li>- Organising RFL annual governance schedule of meetings</li> <li>- Liaising and acting as point of contact for trustees</li> <li>- Arranging meetings for Execs and Trustees</li> <li>- Drafting and issuing comms as needed by the Chair, Trustees and Execs</li> <li>- Maintaining governance records and register of trustees’ interests up-to date</li> <li>- Assisting with audit queries as and when required</li> <li>- Managing the periodic review of Committees’ Terms of References</li> <li>- Planning induction programme of new trustees</li> <li>- Undertaking regular reviews of policies, staff handbook, trustee hanbook and ensuring currency and developing new ones as required</li> <li>- Supporting with implementation of EDI strategy and the Foundation’s vision</li> <li>- Occasional out of office hours meeting attendance as/ when required</li> </ul> <p><b>HR</b></p> <ul style="list-style-type: none"> <li>- Facilitating recruitment activities including posting and monitoring job ads, shortlisting of candidates, recommending list for interview and liaising with candidates</li> </ul>

	<ul style="list-style-type: none"> <li>- Onboarding of resources: references, right to work checks, drafting of contracts and offer letters, planning of induction programme, sourcing of IT kit/required equipment, arranging IT induction</li> <li>- Offboarding of resources: ensuring resources are removed access to SharePoint, emails and laptop wiped. Monitoring of dormant inboxes.</li> <li>- Management and administration of Breathe (HR Platform)</li> </ul> <p>This job description is not necessarily an exhaustive list of tasks but is intended to reflect a range of duties the post-holder will perform.</p>
<b>Skills, Knowledge &amp; Expertise</b>	
<b>Knowledge Qualifications &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Previous experience in an executive support role and working with Board of Trustees</li> <li>• Previous experience of minute taking</li> <li>• Previous experience of HR support</li> <li>• Proficiency in Microsoft packages (essential)</li> <li>• Understanding of the charitable and philanthropic sector (desirable)</li> </ul>
<b>Skills/ Abilities</b>	<ul style="list-style-type: none"> <li>• A positive team member</li> <li>• Excellent organisational skills and attention to detail</li> <li>• Willingness to help colleagues, ‘can-do’ approach</li> <li>• Adaptable, flexible, and willing to learn/develop skills</li> <li>• Ability to manage multiple tasks, work to deadlines and prioritise effectively</li> <li>• Excellent communication skills by phone and email, experience of engaging with stakeholders at all levels</li> <li>• Ability to organise events and ensuring arrangements are communicated to all stakeholders</li> <li>• Ability to handle sensitive information and discretion</li> </ul>
<b>Confidentiality</b>	<ul style="list-style-type: none"> <li>• Paramount that the postholder works in a highly confidential way</li> </ul>

<b>Key Leadership Behaviours</b>		
<b>Heading</b>	<b>What do we mean</b>	<b>Leaders of Self</b>
<b>Team Work</b>	Promote an environment with a strong mission focus, a sense of unity, common purpose and mutual support.	<ul style="list-style-type: none"> <li>• Seek help from others when needed.</li> <li>• Offer help and support when capacity / demand allows.</li> <li>• Adopt a ‘can do’ attitude with regards to organisational need: what needs to be done and can I help?</li> </ul>
<b>Stronger Together</b>	Create and sustain an open, collaborative environment, harnessing the collective strength of the foundation to achieve as much as we can: raise the bar and reach new heights.	<ul style="list-style-type: none"> <li>• Adapt my behaviour to be more effective with different people?</li> <li>• Think: how can I help to improve what I do and how I do it?</li> <li>• Contribute ideas, thoughts and suggestions on positive improvements.</li> </ul>

		<ul style="list-style-type: none"> <li>• Be sensitive to the needs of others</li> </ul>
<b>Be Professional</b>	The Rank Foundation should strive to act as thoroughly professional in all aspects of what we do: internally and externally.	<ul style="list-style-type: none"> <li>• Be mindful of the welfare issues and needs of others.</li> <li>• Take responsibility for your work, ensuring attention to detail.</li> <li>• Be consistent, be punctual, be timely</li> </ul>
<b>Leadership &amp; Enterprise</b>	Be mindful of Rank's current strategy in all that we do.	<ul style="list-style-type: none"> <li>• Can I take a more leading role in developing my work in support of the foundation?</li> <li>• How can we improve what we do and how we support our organisations?</li> </ul>
<b>Distinctive &amp; Transparent</b>	Recognise and value Rank's distinctive approach, to share our experiences, successes, and failures in an open and productive way	<ul style="list-style-type: none"> <li>• Be open and honest with colleagues and those we support.</li> <li>• Communicate clearly: with care and consistency.</li> </ul>
<b>Proud of our past, focused on the future</b>	Value the strong family ethos that has shaped our past but remain firmly focused on current and future challenges, adapting to meet the changing needs of society, proud of what we do and how we do it.	<ul style="list-style-type: none"> <li>• Be flexible. Recognise and value the fact that 'needs' change and embrace the opportunities this presents.</li> <li>• Be dynamic. Challenge convention: try to think differently about what you do and how you do it.</li> <li>• Be professional: maintain the highest of standards</li> </ul>
<b>Demonstrate our social ethos &amp; seek to add value through knowledge &amp; networks</b>	Learn and Share. Communicate better, within the organisation and beyond. Seek to harness the power of a growing network: to enrich, enable and inspire. Demonstrate our passion and authenticity with regard to key and relevant social issues.	<ul style="list-style-type: none"> <li>• What aspects of my work could help or assist with RankNet?</li> <li>• How can I contribute by adding value to our work?</li> <li>• Can I do more to better understand our work and our role in supporting organisations to fulfil their mission.</li> </ul>
<b>Seeks to increase impact through our engaged approach</b>	Value partnerships and collaboration. Practice what we preach, both internally and externally. Help to develop our 'engaged approach'. Ask the question: does this add value to our work? If so, how? If not, why not?	<ul style="list-style-type: none"> <li>• Do I understand my role in the wider organisational plan? If not, seek clarity or further guidance.</li> <li>• Keep my colleagues informed as to progress on key issues, projects or concerns as they arise.</li> </ul>
<b>Be yourself – maximise your contribution</b>	Understand and value your role in the organisation: how can you contribute to mission success with your individual passion, knowledge and commitment? How can we help you to do this better?	<ul style="list-style-type: none"> <li>• What do I need to do to improve my performance?</li> <li>• What do I need to be more effective in my current post?</li> <li>• What can I do more to help Rank achieve its mission?</li> </ul>

## **How to apply and recruitment timetable**

If you would like to apply, **please state the role you are applying for** and send your **CV together with a supporting statement no longer than 2 sides of A4** that clearly demonstrates how you meet the knowledge, skills, and experience requirements of the role to [recruitment@rankfoundation.com](mailto:recruitment@rankfoundation.com)

The important dates for you to note in the recruitment timetable are highlighted below for your diary.

**Closing date for applications:** 6<sup>th</sup> November 2024 at 5pm

**Interviews:** 20<sup>th</sup> November 2024 in person, London.

If you would like to have a chat about the role or require any support through the recruitment process, please contact: [recruitment@rankfoundation.com](mailto:recruitment@rankfoundation.com)

**May we take this opportunity to thank you for your interest in the Rank Foundation and for your time in considering applying to work with us.**