

## Role Description



<b>Title:</b>	<b>BUSINESS SUPPORT CO-ORDINATOR</b>
<b>Salary:</b>	£22,000 - £25,000 p/a depending on experience
<b>Hours:</b>	Full time - 37.5 hours per week (part time may be available).
<b>Location:</b>	Blackpool Heritage & Museum Trust Offices, across Blackpool town centre.
<b>Reporting to:</b>	Head of Finance & Resources

Showtown Blackpool opened to high acclaim in March 2024, and we are now building our new permanent Finance and Resources team and looking for dynamic individuals to support the core activities of the Blackpool Heritage & Museum Trust which operates Showtown.

Showtown is Blackpool's first ever museum, and tells the extraordinary, rarely-shared stories of Britain's first mass seaside resort and its unrivalled role in the development of British popular entertainment. Six themed, immersive galleries, a temporary exhibition space and learning/community spaces feature rarely-seen objects from our permanent collections, telling stories that resonate on a local, national and international level. Showtown is designed to be inclusive of those that don't typically engage with heritage, including Blackpool's many tourists. Supporting Blackpool's culture-led regeneration, Showtown is expected to attract over 200,000 visitors p/a by year 5.

Showtown is part of the Blackpool Heritage and Museum Trust which was established to develop, care for and manage Blackpool's heritage collections - researching and celebrating Blackpool's history through Showtown - the museum of fun and entertainment; the History Centre, and across other heritage venues and collections.

Want to bring your financial, administrative and organisational skills and experience to be part of this inspiring journey.... read on.

### Purpose of your role

The Business Support Co-ordinator will support the Blackpool Heritage & Museum Trust through co-ordinating all aspects of the organisations daily back office activities including financial transactions, resource mapping and running the back office.

Working to the Head of Finance & Resources you will support the organisation through ongoing communication liaising with internal colleagues and external stakeholders and co-ordinating the use and deployment of resources including finance, HR, compliance, facilities and ICT functions.

### Key activities

- 1) Support the Head of Finance & Resources in the day to day financial control of the organisation, specifically including monitoring, reporting, banking, payroll.
- 2) Working within our Financial Management System prepare Purchase Orders and match invoices for payment.
- 3) Undertake assessments on purchases to enable best value is reached.
- 4) Keep an overview of BH&MT's portfolio of Service Level Agreements and Leases, ensuring deadlines are met for review and renewal.

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- 5) Liaise with providers of BH&MT's HR, compliance, facilities and IT functions.
- 6) Be our administrative contact with our HR providers.
- 7) Be our administrative contact with our ICT providers.
- 8) Be our administrative contact in respect of legal and environmental (green) provision.
- 9) Ensure our Offices run efficiently and smoothly through co-ordination of contracts, ordering or stationary, organising hospitality for meetings etc.
- 10) Support the Head of Finance & Resources and Chief Executive through diary management and organising meetings.
- 11) Take minutes of meetings as and when required.
- 12) Contribute effectively to regular organisation wide meetings.
- 13) Help report back to Funders in providing financial and non-financial information and data as required.
- 14) Help prepare for BH&MT stakeholder events and other activities to promote BH&MT where appropriate.

### Person Specification

ESSENTIAL	DESIRABLE
<b>Qualifications</b>	
<ul style="list-style-type: none"> <li>▪ A level 3, NVQ1 or equivalent in relevant subject (e.g. accounting, administration, business management)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Degree in a relevant subject (e.g. accounting, administration, business management)</li> </ul>
<b>Knowledge, Skills &amp; Experience</b>	
<ul style="list-style-type: none"> <li>▪ At least 2 years experience of delivering a range of business co-ordination activities.</li> <li>▪ Ability to work independently and collaboratively.</li> <li>▪ Proficient in Microsoft Office applications</li> <li>▪ Detail orientated with a commitment to accuracy</li> <li>▪ Excellent communication skills</li> <li>▪ Experience in minute taking</li> <li>▪ Experience of basic financial administration.</li> <li>▪ Experience of general administration.</li> <li>▪ Good interpersonal skills, and able to inspire a wide range of people</li> <li>▪ Excellent IT skills</li> </ul>	<ul style="list-style-type: none"> <li>▪ Desirable to have worked in an Accounting Environment.</li> </ul>
<b>Qualities</b>	
<ul style="list-style-type: none"> <li>▪ Ability to build good relationships and work in a supportive manner alongside colleagues, service providers, and consultants</li> <li>▪ Proven ability to manage own professional and personal development and willingness to learn</li> <li>▪ First class attention to detail</li> <li>▪ Systematic and cheerful approach with a "Can-do" attitude</li> </ul>	<ul style="list-style-type: none"> <li>▪ Flexible approach to duties undertaken</li> <li>▪ Enthusiasm and a capacity for hard work</li> </ul>

This job description outlines the principal responsibilities and duties of the role. It is not an exhaustive list of specific responsibilities and duties. The post holder will be expected to undertake any other duties which could be reasonably expected as being within the remit of the role and which arise out of changes of

legislation, regulations, policies, working practices, procedures or reviews, as directed from time to time. The job description may be amended at any time at the sole discretion of the employer.

### **How to Apply**

Please submit your up to date CV and up to two sides of A4 or up to 5 minute video describing why you are applying to be our Business Support Co-ordinator and what relevant skills and experience you would bring to the role.

Please submit to **recruitment@showtownblackpool.co.uk** clearly stating the role you are applying for.

### **Recruitment Timetable**

Application Deadline

Monday 14<sup>th</sup> October 2024 – 9am

Interviews & Assessment Centre in Blackpool

Tuesday 29<sup>th</sup> October 2024