

Business Support Manager – March 2025

If your answer to these 3 questions is yes, we'd like to hear from you.

Level 5 Diploma in Business Administration or Level 5 certificate in Human Resources Management CIPD or equivalent or relevant experience.

Experience of managing HR, office systems and administration functions.

Proven and successful track record of people management, including team management, recruitment, training, motivation, retention and performance management.

ADVERT

An exciting opportunity has arisen for a Business Support Manager to join a busy multi service charity based in Coventry, working full-time, 37.5 hours per week. In return, we offer a competitive salary of £35,000 per annum, and a contributory pension scheme. Annual leave of 26 days + bank holidays with an additional day's leave for every 2 years of service up to a maximum of 29 days per annum. Valley House offers a comprehensive in-house training programme, access to a range of accredited training, subsidised nursery places for staff and an Employee Assistance Programme.

What We Do:

The charity has a fully trained staff team providing Supported Accommodation to victims of domestic abuse and with complex needs. We have an on-site Children's Nursery that provides full day care for pre-school children.

We are looking for a reliable, flexible and committed individual who can:

- Provide support to the CEO and Directors of the organisation as required.
- Oversee the management and effective running of all back-office systems and functions of the organisation, including ensuring a reception cover rota is in place Monday to Friday, 8.30am to 4.30pm.
- Lead on Health & Safety, HR, Property Management and IT for the organisation.
- Line management of a range of personnel within the organisation.

The successful candidate will have:

- Level 5 Diploma in Business Administration or equivalent or relevant experience
- Level 5 Certificate in Human Resource Management CIPD or equivalent or relevant experience
- Experience of managing HR, office systems and administration functions
- Proven and successful track record of people management, including team management, recruitment, training, motivation, retention, and performance management
- Experience of reviewing and drafting policies and procedures
- Proficient in using software for information management and reporting
- Knowledge of employment law, HR issues and best practice
- Knowledge of health and safety legislation
- Excellent communication skills, verbal and written
- Excellent organisational skills
- Ability to plan, prioritise and organise own workload and that of other staff
- Ability to translate strategic aims into operational practice
- Ability to work to tight deadlines with conflicting and competing demands

- Ability to implement and manage change
- A flexible and proactive approach to all elements of the role.

This post requires a satisfactory DBS check.

The hours of work are 37.5 hours per week, Monday to Friday, 8.30am to 4.30pm.

The closing date is 12 noon on Monday 31 March 2025 and interviews will be held on Thursday 3 April 2025.