



Business Support Officer (Holiday Activities & Food) - Fixed Term Contract/Secondment until 31.03.26

Salary: Band 5 - £11,124 - £11,866 pro rata

18.5 hours per week worked across the week (days & times to be agreed)

Term time only 39 weeks

The Service:

Holiday Activities and Food (HAF) is an innovative programme, funded by the Department for Education, providing free holiday provision for children aged 5 - 16 who are eligible for benefits related free school meals. As a result of this programme, we want children who attend provision to:

- Be more active and eat more healthily during school holidays.
- take part in engaging and enriching activities which support the development of resilience, character and wellbeing and other skills.
- be safe and not to be socially isolated.
- along with their carers, parents and families, have greater knowledge of health and nutrition; and
- be more engaged with school and other local services and to have greater knowledge and awareness of local free holiday provision.

The role is located in the Housing, Neighbourhoods and Buildings Directorate and extends to Play and Youth services, the Children's, Families and Education Directorate and the wider statutory, voluntary and private sector.

Within the service colleagues support one another in working through issues and identifying solutions. Regular supervision with the line manager is in place as well as creative problem-solving on a daily basis.

What is the role?

Reporting to the HAF Project Lead, this is a varied role providing an effective and comprehensive administrative support to the HAF Fun Pompey team and the partners who are responsible for delivering the programme.

Specific duties include:

- Providing business support to the HAF Project Lead and their associated teams.
- Booking appointments and arranging meetings.
- Minute taking at meetings with partners and providers, action tracking and forward planning - including off-site meetings.
- Administer meetings and events associated with the HAF programme.



- Carrying out all necessary word processing, spreadsheets, database and presentation duties
- Responding to telephone, email and face to face enquiries from providers, families and other partners.
- Having regular check-in calls with providers and using this information to update relevant databases and spreadsheets.
- Assist with ensuring a clear audit trail is in place for the activities that have been commissioned.

General duties may include:

- Processing monitoring and evaluation documentation
- Updating databases and budgets
- @HAF inbox monitoring
- Detailed data entry and basic reporting
- Maintaining files and documentation
- Processing application forms

Who is the person?

You need to have:

- Experience in working in a higher-level administrative role.
- Experience of organising and taking notes of meetings.
- Excellent working knowledge of IT systems, including Microsoft Office and Microsoft Teams and be confident using IT systems (outlook/word/excel/databases) to undertake the admin tasks of the role.
- A good standard of written and spoken English.
- Good communication skills.
- A customer focus (internal and external).
- Numerate, with good attention to detail and level of accuracy.
- The ability to work flexibly to meet the requirements of the team and wider service.
- The ability to prioritise workload.
- Ability to work under your own initiative.
- An awareness of Data Protection and children's safeguarding issues.

The post will be based partly in the Civic Offices and other locations if required, and partly from home.

If applying as a secondment you will need permission from your current line manager releasing you for this secondment. Please state you have this on your application form.

When completing the application form, please thoroughly tailor your application to the 'Who is the Person' points with the use of examples from your experience. This is really important or you are likely not to be shortlisted.

General Data Protection Regulation (GDPR)

As part of any recruitment process, Portsmouth City Council collects and processes personal data relating to job applicants. Portsmouth City Council is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations under the General Data Protection Regulations (GDPR).

Completing and sending an application in for a vacancy is your consent for us to process your data for the purpose of recruitment. Your data is not used in any other way and you can withdraw your consent at any point in the recruitment process and we will destroy or delete your information.

For more detailed information on what we collect, how we use, store, delete data and your rights you can access a privacy statement on our Job board.

You will need to demonstrate that you have the Right to Work in the UK. No post will be offered without it.