



Part of the Morris Education Trust

October 2017

Dear Applicant

Thank you for your interest in the post of Membership and Administration Officer for MET-Living. This is a very exciting time in our organisation and we are looking for an organised and enthusiastic colleague who would like to be part of an expanding operation.

MET-Living is part of the Morris Education Trust, a multi-academy trust that oversees the work of Impington and Witchford Village Colleges, and will soon be expanding to work with more schools. As well as providing secondary education, the Village Colleges offer community facilities and provision which includes sport and leisure activities at both Impington and Witchford. The Morris Education Trust is in the process of bringing together the sports and leisure activities that exist across the Trust under a new area of work called MET-Living. Impington Sports Centre is a thriving was successful in a £1.5million fitness studio redevelopment in 2010 and this provided the catalyst for a transformation of the centre to where it is today, rivalling the best leisure centres locally. At Witchford we have a floodlit 3G pitch, sports hall and small fitness studio and our ambition is to develop the sports centre to create a high-quality facility for the local area.

We have a fantastic team of staff at our Sports Centres, and are now looking to grow our work across both locations. The role of Membership and Administration Officer, based at Impington Sports Centre, will be key in supporting the expansion of the business. We are looking for someone who is highly organised, confident with IT, and enthused by the prospect of learning and developing new systems. In return we can offer full training, a supportive and stimulating work environment, and a benefits package that includes free gym membership.

The following pages include further details about the role and the application process. If you are interested and would like an informal discussion about the post please contact Ian Hill, Sports Centres Manager (MET-Living) on 01223 200404 or [ihill@impington.cambs.sch.uk](mailto:ihill@impington.cambs.sch.uk)

Yours sincerely

Robert Campbell  
CEO, Morris Education Trust

## **Application information: Membership and Administration Officer**

To apply for this position please provide the following:

- A completed a MET-Living application form
- A letter of application of no more than 2 sides of A4 detailing your reasons for applying and how your experience, skills and abilities make you suitable for this role

Applications can be sent by email or post to Susan Kay HR Manager  
[skay@impington.cambs.sch.uk](mailto:skay@impington.cambs.sch.uk)

**The closing date for applications is 12 noon on Wednesday 1 November 2017**

Interviews are planned to take place on Monday 6 November, 2017.

For an informal discussion about the post please contact Ian Hill, Sports Centres Manager (MET-Living) on 01223 200404 or [ihill@impington.cambs.sch.uk](mailto:ihill@impington.cambs.sch.uk)

## Job Description: Membership and Administration Officer

<b>Purpose of the post</b>	The Memberships and Administration Officer will provide key administrative support to MET-Living. The post-holder will assume responsibility for Legend membership management, as well as playing an important role supporting administration of MET-Living
<b>Reporting to</b>	Finance Officer (MET-Living)
<b>Working with</b>	Sports Centres Manager, Fitness Manager, Operations Manager, Administration and Bookings Officer, and other MET-Living staff as needed
<b>Salary</b>	Scale 4 point 18 – 21 Actual starting salary of <b>£9,760</b> approx for 20 hours per week with annual incremental increases to top of the scale
<b>Location</b>	The normal place of work will be based at MET-Living Impington Sports Centre site but you may be required to work at other sites within the Morris Education Trust by mutual agreement
<b>Working hour</b>	20 hours per week. A flexible approach to working hours can be discussed and agreed
<b>Disclosure level</b>	Enhanced DBS

### Duties and responsibilities:

The Membership and Administration Officer will provide key administrative support to MET-Living. The post-holder will play an important role supporting administration, as well as taking responsibility for Legend membership management.

- Act as a primary coordinator for CRM software (Legend) including general maintenance, resolving software issues and drawing reports
- Lead implementation of Legend software at Witchford Sports Centre
- Play a key role in developing the software systems as the business grows, acting a primary liaison between MET-Living and Legend
- Co-ordinate a regular Legend user group meeting with relevant staff, and train other staff in its applications
- Under the guidance of the Finance Officer, carry out tasks relating to financial procedures and administration
- Attend training and development sessions, on occasion out-with your normal hours of work to ensure your Health and Safety competence and where applicable your continuous employee development
- Undertake other tasks that may be required as the business grows supporting finance and administration

## Person Specification: Membership and Administration Officer

To support your application candidates should be able to show evidence of the following:

Criteria	Essential	Desirable
Experience providing administrative support in a business, leisure or charity setting	√	
Excellent IT skills including MS Office (word processing, spreadsheets, PowerPoint).	√	
Experience using CRM software or databases	√	
Outstanding organisational skills and an interest in improving systems and processes	√	
A pro-active attitude, with a high degree of professionalism and the ability to work to deadlines	√	
Able to work without direct supervision, prioritise own workload and to work to deadlines	√	
Experience of Legend software (not essential as training can be given)		√
Able to communicate with a wide range of people at all levels	√	
An ability to work hard under pressure and willingness to learn new systems and procedures	√	
Experience of working flexibly and supportively as part of a team	√	

Date: October 2017