

# Business Manager

Be part of a team dedicated to improving lives & strengthening communities across West Wales

Candidate Information Pack

# About West Wales Sports Partnership

West Wales Sports Partnership connects people and organisations across West Wales to understand what gets in the way of being active, to share insight, and to provide leadership and support approaches that create lasting change, particularly where opportunities to be active are not equal.

West Wales Sports Partnership is not an activity provider or deliverer. Instead, it supports organisations and partnerships who support people to be more active, by providing coordination, structure and shared understanding.

**Our Vision:**  
**A West Wales where being active is a normal part of daily life, for everyone.**





## How We Work

We are a small team with a regional role, which means strong organisation, clear processes and good communication really matter.

We value:

- Sound financial management
- Clear governance, compliance and well-run systems and processes
- Practical problem-solving and attention to detail
- Working collaboratively, openly and with trust
- Effective and appropriate communication across a range of key stakeholders
- The ability to work flexibly according to the evolving needs of the business
- Reliable business administration

Behind-the-scenes our work spans a cross finance and administration to governance, communications and coordination, which are all essential to maintaining confidence with our Board, partners and funders.





## Why Work With Us?

Activate West Wales has a strong sense of purpose and a collaborative culture. We value people who enjoy working as part of a close-knit team, take pride in doing things well, and are curious about how their work contributes to something bigger.

We work in a complex, evolving environment where we are comfortable testing ideas, learning as we go, and adapting our approach. That means being open, supportive and willing to explore new ways of working together.

You'll be joining a team that is values-led, down-to-earth and committed to building positive relationships, with each other and with partners who share our ambition, values and passion for getting communities across the region more physically active. We believe that enjoying what we do, learning together and celebrating progress are all part of doing a good job.





# Business Manager

## The Role

# The Role



We are seeking a self-motivated individual with strong business, financial, planning and organisational skills. The successful candidate will demonstrate excellent communication skills, both verbal and written, and will play a key role in leading and supporting core functions across the organisation.



This pivotal role will report directly to the Chief Executive Officer (CEO), and will provide key support to the Executive Team and Board, supporting the co-ordination of all business planning, reporting and assurance, financial management, communications, information processing and data management. This will involve the oversight and processing of all financial transactions, and providing financial analysis by working with our financial services partner. Alongside this, would be the preparation of monthly, quarterly and year-end reports for our Finance & Risk Committee, and the Board.



The postholder will deliver essential executive support and administration in the planning and preparation of the organisation's governance processes, which include Board Meetings and subcommittees, ensuring the efficient and effective recording of all decision making and follow up actions.



There will be a requirement for the postholder to prepare and occasionally present Board and Sub Committee papers at the relevant forums. They will need a thorough grasp of the organisation's daily operations and a strong awareness of its future direction and priorities.



# The Role



The postholder will support the CEO and Board to ensure the organisation remains compliant to all necessary requirements from a legal, financial, GDPR and general compliance perspective.



With the imminent launch of a regional strategy and accompanying strategic investment framework, alongside a new brand, website and media channels soon to go live, the organisation is entering a critical stage of its development. This will require strong operational oversight to ensure all work, supported by external service providers, is delivered to a high standard and on schedule. Day to day, the postholder will also support the executive team in managing all communication channels, the website, and wider external promotion.



As a developing business with an ambitious agenda, we are seeking someone who can help shape and strengthen our business functions while driving the delivery of priorities across the organisation and the wider region, working within a dynamic environment with opportunities for personal development.



# Key Duties & Responsibilities

## Finance & Procurement

- Administer all finance and budgeting using the organisation's online systems.
- Manage accounts receivable and payable, including issuing invoices and grant award letters, supporting financial reporting, and liaising with the finance service provider, auditors, accountants and tax agencies.
- Oversee monthly payroll, expenses and pensions with the Finance Director, supported by an external provider.
- Manage all financial processes relating to invested partners and grant funding, including preparing and issuing offer letters and processing grant/investment claims.
- Lead procurement activity, including drafting specifications, managing tenders/quotes, coordinating evaluations, and ensuring compliant and effective contract management that delivers value for money.



# Key Duties & Responsibilities

## Administration & Organisational Support

- Provide high-quality administrative support to the Executive Team, including correspondence management, meeting scheduling, agenda preparation, minute-taking, action tracking, travel coordination & day-to-day operational support.
- Oversee executive & office functions such as maintaining policies & procedures, internal & external communications, & organising meetings and events.
- Deliver comprehensive office management, including facilities, supplies, user accounts, & service contracts (e.g., ICT, HR, communications).
- Maintain & enhance office systems including financial, data & customer management, ensuring smooth operations, compliance & robust record-keeping.
- Coordinate multimedia communications, including email accounts, social media, newsletters, webpages & press releases.
- Support the rollout of branding, marketing strategies, campaigns & programmes.
- Lead logistics for meetings and events, manage general enquiries & business communications, support colleagues with operational needs.
- Assist the Executive Team with partnership & networking responsibilities, including work with funded & funding partners, engagement planning and accountability processes.
- Build & maintain trusted relationships with internal & external stakeholders.



# Key Duties & Responsibilities

## Governance

- Support organisational governance by ensuring policies, procedures and decision-making frameworks are up to date, accessible and consistently applied, identifying gaps or areas for improvement.
- Ensure compliance with governance standards, including GDPR and data-protection responsibilities.
- Support the development, implementation and review of governance processes, policies and procedures aligned to the governance framework and improvement plans.
- Contribute to risk management, opportunity tracking and business-continuity planning, and support reporting against the Governance Improvement Plan

# Expectations



**Commit to ongoing learning and development, taking responsibility for building the skills and knowledge needed to excel in the role.**



**Promote a safe and healthy working environment, fulfilling all responsibilities under the Health and Safety at Work Act 1974 and following good practice.**



**Champion equality, diversity and inclusion, ensuring behaviours and decisions reflect fairness, respect, and a commitment to creating an inclusive culture for everyone**



**Manage information responsibly, following organisational standards and ensuring all personal or sensitive data is handled in full compliance with Data Protection legislation**



**Undertake additional duties as required, consistent with the scope and grade of the post, and contributing to the smooth running of the organisation.**



**Be flexible to role requirements, including occasional evening or weekend work, travel across the region, and occasional overnight stays.**



**The aim of this job specification is to give guidelines on your role, and responsibilities may change in line with the needs of the business, in which case you will be advised by your line manager.**





# **Business Manager**

## **Personal Specification**

# Personal Specification

Skill / Ability	Essential	Desirable
<b>Financial administration</b>	Experience managing budgets, invoices, payments and financial systems.	Experience working with grant or investment funding processes.
<b>Procurement &amp; contract management</b>	Ability to run compliant procurement processes, manage tenders/quotes and support contract oversight.	Experience drafting technical specifications or managing complex procurement.
<b>Office &amp; administrative management</b>	Strong organisational skills, able to manage day-to-day operations, office systems and service contracts.	Experience managing office moves, facilities' development or digital system transitions.
<b>Executive support</b>	Ability to provide high-quality support including diary management, meeting administration, minute-taking and action tracking.	Experience supporting senior executives or boards in a strategic environment.
<b>Communication skills</b>	Excellent written and verbal communications, able to manage email, web, social media and external messaging.	Experience developing or supporting marketing campaigns or brand rollouts.
<b>Stakeholder relationship management</b>	Ability to build trusted relationships with colleagues, partners, agencies and external organisations.	Experience working with national partners, government agencies or investment partners.
<b>Governance knowledge</b>	Understanding of policies, procedures, GDPR, data protection and governance best practice.	Knowledge of Sport Wales' governance requirements or similar frameworks.
<b>Risk &amp; compliance management</b>	Ability to support risk tracking, business continuity processes and compliance activities.	Experience writing or maintaining organisational risk registers.
<b>Event &amp; meeting coordination</b>	Skilled in organising events, logistics, agendas and stakeholder engagement.	Experience running multi-partner or regional events.
<b>IT &amp; digital skills</b>	Confident using office software, digital communication tools and online systems.	Experience with specialist finance, CRM or project-management platforms.
<b>Problem-solving &amp; attention to detail</b>	Strong accuracy, ability to prioritise, meet deadlines and manage complex tasks.	Experience improving systems or processes in a growing organisation.
<b>Welsh language &amp; cultural competence</b>	Must value and respect Welsh language and culture in all aspects of work.	Ability to communicate in Welsh.
<b>Educational Qualifications</b>	Level 3 qualification (e.g. A-Level, NVQ3, BTEC) or equivalent experience in administration, business support or a related field.	Degree-level qualification or Higher Diploma in Business Administration, Finance, Communications, Public Administration or another relevant discipline.





# **Business Manager**

**Further Information and  
Recruitment Process**

## Remuneration

**£32,000-£35000 (pro rota)** negotiable dependent upon experience, plus pension package.

## Hours

Part time, **28 hours per week**, flexible working hours within core periods. There is an expectation that the role might need to attend events/meetings outside of core periods.

## Location

The post holder will adopt an **agile and hybrid** working arrangement in line with needs of the business; between home, in the field and at designated fixed office bases across West Wales.



## How To Apply

As part of your application, please submit the following:

- **Your current CV** detailing your professional experience, educational background and any other relevant information that supports your application
- **A letter** (no more than 2 pages of A4), highlighting your suitability for the role referencing the requirements found in the person specification.

Both your CV and letter of application should be emailed to us at [info@wwsp.wales](mailto:info@wwsp.wales)

Please use the subject line: **Business Manager Application – (Your Full Name)**

**Application Deadline: March 23<sup>rd</sup> 2026 9am**

Interviews will be on **March 31st, April 1st or April 2nd.**



# West Wales Sports Partnership

## Business Manager

If you feel you have the qualities and expertise across many aspects of the responsibilities set out within this role and are looking for an exciting new challenge, we would love to hear from you.



**A West Wales where being  
active is part of everyday  
life, for everyone.**

