

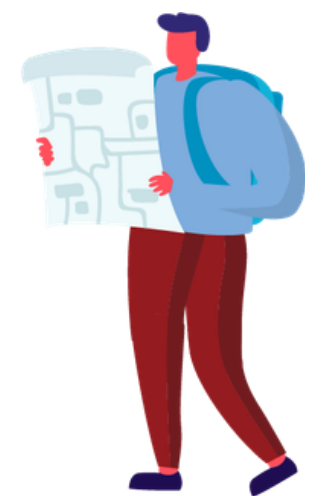


Recruitment Pack

Leap Administrator

Part Time 18.5hrs (1 year Maternity Cover)

www.leapwithus.org.uk



About the role



Leap is looking for a passionate, collaborative, and dedicated individual to join the team.

Within the role, the officer will be responsible for supporting Leap's vision and mission to remove the barriers to moving by challenging inequalities and improving lives through physical activity and sport.

The post holder will work across the Leap team providing administrative support so we can deliver all our programmes.

If you are a dedicated and enthused individual with great communication and organisational skills, and a sound knowledge of IT software and databases, we'd love to hear from you.

The role will provide the essential administration required, working as the hub of the team. Working in a small, friendly, passionate and experienced team of currently 12 people.

Flexible working is possible, ideally working over at least four days.

Salary

£26,031 - £27,234

Reference number

BUC15365

Contract type

Fixed Term / Secondment
One year Maternity Cover

Working hours

Part Time 18.5hrs

Level of DBS check required

Standard

Application deadline

23 Aug 2026

The Leap Team are based at Green Park in Aston Clinton

About the role

www.leapwithus.org.uk

Leap

Role responsibilities

- To provide administrative support to the Leap team including minutes and meetings administration, dissemination of information and office tasks
- Provide administration for the Partnership Director and Leap Board
- To act as the first point of contact for the Leap team with members of the public responding to queries and requests for information
- Provide administrative and on-the-day support for key Leap events and projects
- To process invoices on the finance system SAP
- To ensure Leap contacts and databases are kept up to date and available for the Leap team to use
- To co-ordinate information to support monitoring and evaluation of Leap events and activities
- Promote the values of Leap

Person Specification



Experience, Knowledge & Skills:

- Excellent administration skills
- Good organisation skills including the ability to balance competing priorities and manage a varied workload within deadlines
- Confident communication and inter-personal skills including awareness of the need to communicate in different ways according to the audience, to motivate, enthuse, persuade and influence and the ability to gain the trust and confidence of others
- Confident and polite communication and customer services skills including the ability to communicate effectively in writing and over the phone
- Ability to work on own initiative and as part of a team
- Information technology skills on windows-based software
- Excellent working knowledge and experience of Microsoft packages including Word and Excel

About Leap



Leap is a social enterprise that exists to improve the lives of residents in Buckinghamshire and Milton Keynes (through regular movement, physical activity, and sport.)

At Leap, we believe that regardless of who you are and where you live, you should be able to benefit from the lifechanging effects of regular movement. But there are a whole host of complex, connected barriers stopping people from being active.

Leap's mission is to break down these barriers and level up the inequalities.

We work by building relationships and making connections, advising on policy and projects, securing and maximising investment and energising people, places and spaces. We also continually learn and we develop and share actionable insights with our partners.

We are one of a network of Active Partnerships nationwide which exists to make active lifestyles the norm for everyone.

About Leap

www.leapwithus.org.uk

Leap

Why movement is vital, now more than ever

We know that increased regular movement and activity improves lives. It leads to better physical and mental health, resilient and employable people, connected communities, cleaner air and individuals who live in their own homes for longer and in better health.

In fact, it's proven that the least active people have the most to gain, and every movement counts.

But there are a whole host of complex, connected barriers stopping people from being active. Leap's mission is to break down these barriers and level up the inequalities.



1 in 5
residents in Bucks
are inactive

1 in 4
residents in MK
are inactive

1 in 3
residents living
with a long-term
condition

43%
of disabled residents
are inactive
compared to 22% of
non-disabled
residents

35%
of children and young
people in Bucks and MK
do less than 30 minutes
of physical activity a day

Sources: Active Lives survey and Buckinghamshire CYP Mental Health Strategic Group

Movement is vital

www.leapwithus.org.uk

Leap

Join the movement and Leap with us

Further information and the application form can be found at
https://ourjobs.buckinghamshire.gov.uk/job_detail/343156/

To chat through the role please contact Andrea Healy ahealy@leapwithus.org.uk

We want this opportunity to be accessible to everyone. If there is anything that would make the process easier for you, please let us know.



@Leap_BMK



@Leap_BMK



info@leapwithus.org.uk

www.leapwithus.org.uk

