Business Support Officer

October 2023

1 Job Details:

Reports to: Director of Programmes and Business Development
Hours: Negotiable
Location: Remote with occasional UK travel
Salary   £25,000 to £29,000 (pro rata if part time)
Contract   Fixed Term - December 2024 (with the possibility of extension)
Staff Benefits   Excellent (including 26 days annual leave and private health care)

2. About us:

The UK Cyber Security Council works to bring together stakeholders to build and drive engagement in the cyber security profession, through developing standards and ethical practice, demystifying career routes into the sector and promoting the profession.

In collaboration with multiple UK Government departments and the National Cyber Security Centre (NCSC), our approach is to co-ordinate existing cyber security programmes and shape new initiatives, in support of the ambition to create a world where the whole of society is safe and secure in cyber space.

We are also a Royal Incorporated Organisation with corporate and organisation members who share our interest and passion in promoting, supporting, and developing the cyber security profession.

3. About the role:

This is an exciting and unique opportunity to join the UK Cyber Security Council at an important phase of its development.

The Business Support Officer will work closely with the Council's leadership team and managers offering business, operations, and administrative support across Programmes, Business Development, Finance and HR areas of the business to ensure the smooth running of these directorates.

4. Main Duties and Responsibilities (not necessarily in priority order)

- To provide administrative and project co-ordination support to the Director of Programmes and Business Development and Head of Finance and Operations team as agreed with the line manager

- To set up and manage administrative files and project documents on SharePoint as required
- To manage administrative emails and respond in a timely manner
- To organise and manage working/advisory groups in the diversity and outreach areas as agreed with your line manager
- To support in financial administration working with the Head of Finance & Operations
- To support in the preparation of papers and reports for internal and external use
- To support in HR administration i.e., recruitment and diarising new staff inductions

    To ensure appropriate records are maintained and use of the organisation's CRM system

- To ensure there is cohesive and aligned work with colleagues within the organisation
- To carry out bespoke projects as agreed with the line manager
- To prepare progress reports and presentations as required for the leadership team and/or Board of Trustees
- To comply with data protection legislation and act responsibly on matters of data disclosure both internally and to third parties
- To build positive working relationships internally and externally
- To represent the Council in a professional manner and to always act in a manner which will not damage its reputation

Person Specification:

5. Essential:

- Strong experience of general administration supporting multiple departments
- Excellent organisational skills and methodical approach to planning
- Excellent written and verbal communication skills
- Ability to drive projects forward, solve problems and meet deadlines
- A good working knowledge of the Microsoft 365including Teams
- Ability to use own initiative, prioritise workload and manage conflicting priorities
- Ability to work flexibly within changing priorities and a capacity to be adaptable as required to deliver completed tasks to set deadlines

6. Desirable:

- A real passion and interest in technology, Cybersecurity and Business Development
- Agile, PRINCE2 or similar project management certification
- Experience of using a Customer Relationship Management (CRM) System
- Experience of using Monday Experience and SharePoint for Online Collaboration/Project Support
- Experience of event co-ordination
- Experience of engaging with young professionals

This job description is intended as a general guide to the scope of the post and may change in line with the needs of the organisation or at the request of the line manager

7. Diversity

We actively encourage applications from a wide range of people from diverse backgrounds to apply for our positions as we are committed to having a team that is made up of people with diverse skills, experiences, perspectives, and abilities.

We actively support diversity and inclusion and ensure that all our employees are valued and treated with dignity and respect as we want to encourage everyone in our business to contribute to the development of the organisation and to reach their potential.

8. Next Steps

Deadline for application:

Shortlisting: 20/11/23

Interview week beginning: 27/11/23

Start date: ASAP

How to apply

Please send an up-to-date CV along with a covering letter showing how you meet the essential criteria and any of the desirable criteria and what contract term you would prefer to hrteam@ukcybersecuritycouncil.org.uk

Important note: We may close the adverts early if we have a number of strong candidates.