****

**Job Description: Business Support Executive**

**Salary:** £32,000 per annum (12 Month Fixed Term)

**Location:** Hybrid (Wembley Stadium & remote) with the requirement to be in the stadium a minimum of 2 days per week.

**Reporting to:** Head of Partnerships, key relationship with CEO

**Contract:** Full-time,12 Month Fixed Term

**Working hours:** 9.15am-5pm, with occasional work outside of these hours supporting events.

**Benefits**: Flexible hours and hybrid working to support work-life balance, access to employee perks package.

**About Wembley Stadium Foundation**

We are a grant-making charity, usingthe power of Wembley Stadium to inspire, strengthen and connect communities through sport, movement, and the performing arts. Funded through income generated on event days, we aim to break down barriers to access by distributing funds to charities locally and nationally.

It's an exciting time to join the foundation, at the start of an ambitious new three-year strategy. We are looking for a highly organised, dedicated person to join our small, passionate team, and support us in empowering organisations to create impact across the nation.

**Purpose of the Role**

The Business Support Executive will provide vital administrative and operational support to ensure the effective day-to-day running of the Wembley Stadium Foundation (WSF). Working closely with the wider team, you will lead on diary coordination, meeting minutes, board logistics, and internal systems as well as supporting with events and grants administration — helping keep the charity well-organised and high-performing.

**Key Responsibilities**

**Administrative & Executive Support**

* Provide administrative support to the Executive Team, including coordinating internal and external meetings.
* Support the creation, proofreading, and formatting of key documents.
* Organise and maintain shared filing systems (e.g. SharePoint, Teams).
* Assist with financial administration, including supporting payroll, processing expenses, and maintaining accurate records of payments and invoices.

**Board and Governance Logistics**

* Schedule and coordinate Board and committee meetings.
* Prepare and circulate Board papers and meeting minutes and assist with tracking actions and deadlines from board meetings.
* Maintain up-to-date trustee contact records.

**Grants and Events Support**

* Support administration and logistics for events hosted by the foundation, including key strategic and community events at the stadium.
* Coordinate the Foundation’s Community Box, e.g scheduling bookings and liaising with guests, security and hospitality teams at the stadium.
* Maintain accurate records and trackers for grants, procurement and partnerships, maintaining organised systems for storing information.

**Office & Systems Coordination**

* Take responsibility for office systems, supplies, and IT support. Act as the main point of contact for day-to-day queries relating to office systems, supplies, and IT support.
* Act as a helpful first point of contact for enquiries to the foundation.
* Maintain central database for the foundation.

**Person Specification**

**Essential**

* Experience in an administrative, office coordination, or business support role.
* Excellent written and verbal communication skills.
* Strong organisational and time-management abilities.
* Proficient in Microsoft Office 365 (Word, Excel, Outlook, Teams).
* Ability to manage multiple priorities calmly and efficiently.
* High levels of discretion, reliability, and attention to detail.
* A collaborative, can-do approach and willingness to support across the team.

**Desirable**

* Experience in a charity, grant maker, or non-profit.
* Familiarity with board or trustee support.
* Confidence with cloud-based filing systems (e.g. SharePoint) as well as experience using Xerox.

**How to apply**

Please email recruit@wembleystadiumfoundation.org with your CV and a cover letter no longer than 2 sides of A4 outlining why you wish to work at Wembley Stadium Foundation, and how you meet the person specification.

* Deadline: 5pm, Wednesday 20th August
* Interview details: Thursday, 4th September, Wembley Stadium, London.
* Applicants must have the right to work in the UK and be able to obtain a clear DBS check.
* We reserve the right to close this vacancy early if we receive a high volume of suitable applications. Early applications are strongly encouraged.

We know that applying for jobs is daunting. We’re committed to building an inclusive team and if this role excites you, but you don’t meet all the requirements, we encourage you to apply anyway.