**Role Description & Person Profile**

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| **Job Title** | Business Support Coordinator |
| **Business** | Central |
| **Location** | Peterborough/remote |
| **Job Level** | 7 |
| **Team Structure**  Reports to and direct reports | Reports to: Chief of Staff Direct Reports: None Works closely with: PAs, Executive Assistants, MDs, CEO, CFO, GPPD |
| **Budget Responsibility** | None |

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| **Role Overview**  Impact Statement | This role provides proactive, organised, and results-focused administrative and operational support to the Chief of Staff, EA, and senior stakeholders, supporting seamless execution of processes, communication, and business priorities.  The position ensures smooth coordination across key processes, stakeholder interactions, and initiatives that contribute to the achievement of business objectives.  The role requires strong relationship management skills, organisation, and the ability to communicate effectively. |
| **Key Responsibilities** | * Manage and log CEO commutable, GPPD, and office-related expenses, ensuring accuracy and compliance * Coordinate and courier mandate paperwork for CEO and CFO in a timely manner * Oversee purchase orders (POs) and invoicing processes * Support EA/PA with travel arrangements and event planning * Administer and schedule 3-month new joiner induction meetings with CEO & GPPD * Manage and administer Central Finance, GTS & P&P recognition schemes * Assist Chief of Staff in tracking business requests, ensuring deadlines are met * Provide updates and feedback to the Chief of Staff regarding progress on key initiatives * Maintain and manage checklists to support Executive Office operations * Assist in creating presentations and PowerPoint materials for senior leadership * Communication strategies include proactive updates, concise reporting of progress/issues, and effective escalation when needed |
| **Key Stakeholders** | * Chief of Staff, EA/PAs, C Suite |
| **Other Factors**  Travel, shift pattern, working hours, Licence type etc. | * Occasional travel may be required to support events or senior stakeholder meetings * Standard business hours with flexibility to support ad-hoc out-of-hours requirements as needed |

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| **Required experience, qualifications, and necessary knowledge** | |
| **Essential** | **Desirable** |
| * Demonstrable experience in administrative or executive support within a corporate environment * Strong organisational and planning skills; able to prioritise and manage multiple tasks * Results-driven with a proactive, engaged, and creative approach * Strong interpersonal skills with the ability to influence and, when necessary, challenge senior stakeholders respectfully * Resilient under pressure; able to manage competing demands | * Experience working directly with Senior Leadership Teams at Board level * Familiarity with OKRs, data tracking, or analytics processes * Competence in preparing PowerPoint presentations or similar materials |

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| **Key Behaviours** |  |
| **AB Agri High Performance Framework** | Our high-performance framework is a set of guiding behaviours which have been created with people from across our businesses to enable great performance across the organisation. The focus is on what you can do to demonstrate high performance in your role, as well as the behavioural inputs to assist you getting there.   * Pioneering – Curious, spirited and bold. We lead the right way. * Excellence – We seek excellence in all that we do. * Growth – We create ways for our people and customers to thrive. That’s how we keep making a difference. |