



INSPIRE LIFESTYLE MANAGEMENT – JOB DESCRIPTION

Job Title:	Business Support Assistant (BSA-062025)
Responsible to:	Director
Hours:	Part-Time / 12 hours / 3 days a week
Location:	Teignmouth, Devon
Salary:	£12.50 per hour / FTE £24,050
Date of Issue:	June 2025

About the Role:

Inspire Lifestyle Management is growing and is looking for a dependable and highly organised Business Support Assistant. This role is ideal for someone who enjoys variety and takes pride in delivering high-quality administrative support, both for internal operations and client-facing work.

Working closely with the director, you'll support the smooth day-to-day running of the business, assist with client tasks, and help ensure nothing falls through the cracks.

This is an office-based role, offering a varied and hands-on position ideal for someone organised, proactive, and looking to work within a growing, service-led business.

Key Responsibilities:

Client Support:

- Inbox and calendar management
- Travel and appointment bookings
- Online research and service sourcing
- Client communications
- Social media creation and scheduling
- Supporting with client project administration

Business Operations and Executive Support:

- Internal admin and document management
- Assisting with client onboarding and system updates
- Preparing and scheduling social media content
- Updating templates, guides and internal documents
- General PA-style support to the business owner

Skills and Experience:

- Proven administrative or PA experience (or similar support role)
- Strong written and verbal communication skills
- Confident IT user with the ability to pick up new systems quickly
- Highly organised with excellent attention to detail
- Able to manage multiple tasks and prioritise effectively
- Tech-savvy and confident using online tools such as Google Workspace, Microsoft365, Canva, and scheduling platforms (or willing to learn)
- Comfortable working independently and managing deadlines

Confidentiality and Professional Conduct:

- Maintain strict confidentiality at all times, particularly when handling client information, personal data, or business-sensitive material
- Act with integrity and professionalism when representing the business, both internally and externally
- Comply with data protection regulations (GDPR) and internal privacy procedures

If you're looking to contribute to a growing business while developing your career in business support, we'd love to hear from you.

To Apply:

Please send a short cover letter or video outlining your experience and interest in the role, along with your CV, to info@inspirelm.com

Applications close on 4th July 2025

Inspire Lifestyle Management – Person Specification
Post: Business Support Assistant

Criteria	Essential	Desirable
Previous Experience	<ul style="list-style-type: none"> • Proven administrative experience, ideally in a PA or business support role • Confident managing competing tasks with a high level of organisation • Comfortable using a range of tech and digital systems to support business tasks • Able to remain calm and professional under pressure • Experience supporting a business owner or small team 	<ul style="list-style-type: none"> • Experience within a service-led, events, or creative industry • Previous experience supporting a senior manager • Prior involvement in client-facing communication or project delivery
Qualifications	<ul style="list-style-type: none"> • Good general education to Level 3 or equivalent professional experience • GCSEs (or equivalent) in English and Maths (Grade C/4 or above) 	<ul style="list-style-type: none"> • Business Administration or PA qualification • Social media or digital marketing training or certification
Special Skills and Aptitudes	<ul style="list-style-type: none"> • Strong Microsoft Office and/or Google Workspace skills • Highly organised with a solution-focused mindset • Ability to manage peaks in workload and prioritise effectively • Proactive and able to work independently • Strong attention to detail and accuracy • Professional communication style, both written and verbal • Ability to follow up on tasks and meet deadlines 	<ul style="list-style-type: none"> • Confident using Canva, Meta Business Suite or CRM tools • Understanding of small business operations • Comfortable using cloud-based systems for workflow
Personal Attributes	<ul style="list-style-type: none"> • Excellent interpersonal skills with a friendly, approachable manner • Trustworthy, with a high level 	<ul style="list-style-type: none"> • A sense of humour and resilience • Interest in business operations, events, or lifestyle

	of discretion and confidentiality <ul style="list-style-type: none"> • Strong sense of initiative and reliability • Positive and flexible attitude • Self-motivated with a willingness to learn and grow with the role • Able to adapt in a fast-paced, ever-changing environment 	management <ul style="list-style-type: none"> • Forward-thinking and able to anticipate needs
General Situation	<ul style="list-style-type: none"> • Office-based in Devon • Flexibility with working hours as agreed in advance • Commitment to supporting the growth and development of a small business 	

Employment Checks

The appointment is subject to Inspire Lifestyle Management obtaining evidence to show you are legally entitled to work in the UK (under the Immigration, Asylum and Nationality Act 2006) and employment references satisfactory to us and evidence of relevant qualifications to the post.

Please note that if the above clearances and references are not consistent with the information provided by you then your offer of employment may be withdrawn.