



Job description

Microsoft Dynamics 365 Functional Consultant

Key details

Detail	Information
Job title	Microsoft Dynamics 365 Functional Consultant
Responsible to	Head of Strategic Delivery
Responsible for	n/a
Hours of work	Full-time – 37 hours per week
Salary	£60,000 – £65,000 per annum
Department	Digital Transformation
Employment type	Permanent

How to apply

Apply at: <https://apply.workable.com/cimspa/>

Who to contact

Andreas Lycoudis

Head of Strategic Delivery

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Ritchie Brett

Director of Digital Transformation

Ritchie.brett@cimspa.co.uk

People and Culture Team

peopleculture@cimspa.co.uk

Deadline

The closing date for applications is **4pm, Friday 28th August 2026**.

Next steps

- We will sift through all applicants within a week of the closing date and will be in touch regardless of the outcome.
- If successful, an interview will be held at CIMSPA's Head office in SportPark at Loughborough University on **Wednesday 2nd** and **Thursday 3rd September** – *Subject to change*.

An inclusive workplace

We believe in embracing difference and we are committed to building an inclusive and diverse workforce. We know that our diversity creates successful teams and delivers success, meaning all applicants will be treated fairly without regard to race, religion, sex, nationality, age, physical or mental disability, sexual orientation, marital status, gender identity and expression.

We operate an anonymous recruitment process ensuring a fully fair and non-biased procedure in our recruitment practices thus ensuring we have a high-performing team.

About CIMSPA

CIMSPA is the professional development body for the UK's sport and physical activity sector workforce, committed to supporting, developing and enabling professionals and organisations to succeed and, as a result, inspire our nation to become more active.

Together we're developing a vibrant, UK-wide sport and physical activity sector, with the highest standards of service delivery.

Our vision

Shaping a recognised, valued and inclusive sport and physical activity sector that everyone can be a part of.

We are an ambitious organisation with a brilliant team who are very talented. We've a lot of work to do but we remain focused on the things that make us great - our people and our culture. We truly believe in giving all our team members a voice which is why we lead by listening.

No matter what your experience, role or level, you will be involved in strategy updates, sessions and discussion groups. It really is important that you have a say.



About this role

We are seeking a highly experienced Microsoft Dynamics 365 functional consultant to join our team to be responsible for the integration of D365 and Power Platform applications across our organisation.

The ideal candidate will collaborate closely with the Director of Digital Transformation and Innovation, actively contributing to the realisation of CIMSPA's digital vision and CIMSPA's strategy. The role will focus on translating business requirements into scalable business applications through functional design, configuration, automation, system integration and continuous improvement, bringing D365 CRM strategy to life and helping to drive CIMSPA's digital transformation strategy.

This is an exciting opportunity for a motivated and technically minded individual to lead the delivery of Microsoft Dynamics 365, Power Platform and Azure solutions that support key business processes and digital transformation initiatives. The role will involve designing, implementing and continuously improving digital services and products that underpin CIMSPA's strategic objectives and help drive the development of a recognised, respected and inclusive sport and physical activity sector.

The role offers flexible hybrid working. As part of this arrangement, we kindly request that you spend a minimum of two days per week at our head office in Loughborough. Specific details on the flexible working options can be discussed as part of the interview process. We recognise the many benefits that an effective hybrid working culture brings to both CIMSPA and our colleagues.

Please note that to be considered for this position it is important that you have the right to work in the UK. Unfortunately, we are unable to offer sponsorship. We appreciate your understanding and look forward to reviewing your application.

Job description – key tasks

- Manage, configure and optimise Microsoft Dynamics 365 and Power Platform environments, ensuring the secure and reliable operation of business-critical solutions.
- Stay up to date with the latest developments and capabilities across Microsoft Dynamics 365, Power Platform and Azure to implement best practices.
- Collaborate with business stakeholders to translate complex requirements into robust, scalable solutions across new configurations, customisations, automations and applications.
- Create, manage and maintain Power Apps and Dataverse solutions to automate processes within the Microsoft Dynamics 365 and Power Platform ecosystem.
- Collaborate with third-party supplier and partners to ensure the robustness, timely delivery and seamless functionality of platform integrations.
- Provide technical guidance and direction to internal stakeholders on the use of D365 and solutions within its ecosystem.
- Assist with the training and support to end-users, ensuring they can fully leverage the capabilities of Dynamics 365.

Job description – person specification

Essential skills, knowledge and experience

- Microsoft certified – Microsoft certification in Dynamics 365, Power Platform or Azure.
- Dynamics 365 proficiency – Extensive experience in configuring and customizing D365 in complex organisations.
- Power platform proficiency – Experience designing, building and supporting solutions using Microsoft Power Platform, including Power Apps, Power Automate and Dataverse.
- Business process – Ability to analyse business requirements and translate them into scalable Microsoft Dynamics 365 and Power Platform solutions.
- Azure proficiency: Experience working with Microsoft Azure services (including Azure Logic Apps), Azure DevOps and Azure Blob Storage.
- Project management – Experience of agile project management methodologies, QA and release processes.
- Creativity/innovation – Develop new and unique ways to improve operations of CIMSPA and to create new opportunities.
- Foster teamwork and collaboration – Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organisational effectiveness.
- Be skilled in using Microsoft 365 applications including Excel, Word, and PowerPoint.

- Stakeholder management – Build effective relationships with colleagues, suppliers and business stakeholders to successfully deliver solutions.
- Organise – Effectively prioritise workloads, manage competing demands, monitor progress and deliver work with minimal supervision.
- Solve problems – Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.
- Communicate effectively – Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- Make decisions – Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organisation.
- Excellent written English.
- Strong interpersonal skills.
- Attention to detail.
- Ability to work autonomously.
- Experience working with Dataverse.
- Experience with REST APIs and third-party integrations.
- Strong solution deployment and release management skills.
- Proven experience supporting business-critical applications.

Desirable skills, knowledge and experience

- Experience with different D365 CRM modules including Dynamics 365 Sales, Dynamics 365 CE and Dynamics 365 Customer Insights – Journeys.
- Experience with D365 ERP/Finance solutions including F&O and Business Central.
- Experience with dataflows and Power BI.
- Experience with using D365 within membership, non-profit or charity organisations.
- Relevant professional qualifications.

CIMSPA behaviours

Be able to demonstrate CIMSPA behaviours in all areas of work

We care

- Sensitiveness: attuned to the needs of others.
 - Welcoming: make others feel welcome through patience, respect and kindness.
 - Encouraging: supports others and nurtures their development.
 - Sharing: collaborating with others and passing on ways of working to make the organisation better.
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We are adaptable

- Display initiative: reactive/responsive; cope with stress; ability to prioritise.
 - Change: able to adapt to and make changes.
 - Progression: can facilitate steps to achieve progression.
 - Inventive: uses resources flexibly.
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We are aware

- Seek/welcome feedback: take criticism/praise; reflect; know your role/motivations; conscious of effect on others; be conscious of how you are communicating (tone, body language, etc.).
 - Approachable: being available, listening and having an affinity with others.
 - Confidence: poise; demeanour; control; capable; articulation; grace.
 - Reflective awareness: think critically leading to self- improvement.
 - Self-management: reflective behaviour allowing you to improve performance.
 - Awareness of others: ability to influence others.
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We are engaging

- Actively interacts; observant; welcoming; reassuring; listening; understanding people's values and motives; approachable; builds relationships.
 - Interactive: communicates effectively.
 - Energetic: passionate; enthusiastic; positive.
 - Sociable: amenable; approachable; interacts.
 - Motivational: encourages others to achieve goals.
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We are willing

- Proactive: actively tackles problems; offers to help others; responsive to new ideas.
 - Solutions not problems.
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Working for CIMSPA

Everyone deserves a great workplace. Everyone deserves to want to come to work and to feel that they are making a difference. Everyone deserves to be valued and trusted by their employer and to be allowed to learn and grow in their role. This is our aim at CIMSPA.

We take our culture and our employees' well-being seriously.

These days, like much of the world, we're operating in hybrid working conditions but love to see our colleagues getting together in the office, finding out about each other and enjoying the camaraderie.

We believe in our people and are committed to providing a stable, positive and supportive working environment. In our view, a healthy and happy workforce are better equipped to do their best work and more importantly, enjoy their lives inside and outside the workplace.

Quarterly team meetings give us a chance to connect with colleagues and celebrate our successes and catchup on how we are all doing. We also give out our quarterly staff awards, a real opportunity for you to recognise your colleagues.



Working for CIMSPA

What you can expect:

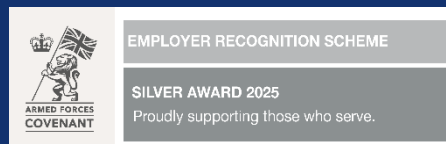
- Hybrid working arrangements with the opportunity to work in the office and remotely from home
- Competitive salary and enhanced contributory pension.
- Unlimited holidays plus bank holidays.
- Life assurance.
- Health Cashplan.
- Enhanced and equal maternity, paternity, adoption and surrogacy leave.
- Monthly healthy living allowance: up to £30 per month.
- New starter support: £250 home office equipment payment.
- Welcome box.
- Range of flexible benefits including retail discounts, employee assistance programme, Cycle to Work scheme, free onsite parking, onsite shower facilities, free tea and coffee etc.

And that's not all...

We believe work should be enjoyable and rewarding and we believe it is. Here at CIMSPA, we offer more than just the basics...

- One-to-one time with our CEO.
- Quarterly staff awards.
- Flexible working.
- Employee of the year award.
- Regular team events.
- Funded qualifications.
- Personalised development plan.
- Employee committees

And importantly, you have a voice!



**The Chartered Institute for the
Management of Sport and Physical Activity**

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Charity registration number 1144545