

The Role and Responsibilities of the Competitions & Business Administrator

Responsible to: Competitions Manager

Responsible for: Effective administration of **scottishathletics** national events, licensing scheme officials' education and business support.

Key tasks will include:

- Provide administration and logistical support to the Head of Competition and Competitions Manager to ensure the successful planning and delivery of **scottishathletics** events.
- Provide event delivery support at **scottishathletics** and **jogscotland** events, including on the day assistance, in agreement with the Competitions Manager.
- Provide administrative support for new innovative virtual competition formats and other similar events.
- Administer the **scottishathletics** licensing scheme for events across all disciplines.
- Work with **scottishathletics** staff, commissions and event organisers to evolve the licensing scheme to meet current/future requirements.
- Main point of contact for licensed event organisers and their Event Managers.
- Maintain accurate, up to date records of event levies.
- Regularly update the events calendar, including website-related administration.
- Assist with Officials' Education administrative responsibilities, including setting up of online courses and efficient processing of licence applications and officials' experiences.
- Assist with business administrative tasks and projects to support operations across **scottishathletics** departments.

This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of the changing needs of the organisation.

FACTORS	ESSENTIAL	DESIRABLE
Qualifications and attainments	Experience of supporting the planning and delivery of competitions, preferably within a sporting context	An understanding of competition management within a sports organisation An understanding of athletics in Scotland
Work and other experience	Evidence of providing great customer service in a customer focussed role Experience of successfully using IT systems and Microsoft applications to efficiently deliver day-to-day business support Evidence of successfully supporting and managing volunteers	Detailed, practical knowledge and understanding of the GDPR and Data Protection legislation Understanding of relationships between Governing Bodies of sport and external partners
Skills	Excellent administration and information technology skills Excellent interpersonal and communication skills Ability to multi task and work well to tight timescales whilst maintaining accuracy at all times Team player with ability to work well with others Self-disciplined with ability to work effectively remotely Enthusiastic, energetic, hard-working and reliable Ability to work flexible hours, including some event day weekends Ability to build and maintain effective relationships with internal and external stakeholders Quick to learn and able to work with a minimum of supervision Commitment to personal development and a willingness to learn from others	A keen interest in sport
Other	Holder of a current, full UK driving license and use of a vehicle	

Application Process

Applicants should apply by submitting the application form, covering letter (addressing how the applicant's skills and expertise fit with the job role and candidate specification) and equal opportunities form, marked "private and confidential", to Francesca Snitjer, Executive and Equalities Officer, at francesca.snitjer@scottishathletics.org.uk

The closing date for applications is **noon on Friday 20th May 2022** with interviews taking place week commencing 30th May 2022.

Incomplete applications and those received after the closing date will not be considered.

Any offer of employment would be subject to a satisfactory PVG check and references.

scottishathletics is an equal opportunities employer.

In the event of high volumes of applications, **scottishathletics** reserves the right to close the vacancy ahead of the stated closing date.