

## The Role and Responsibilities of the Competitions Administrator

**Responsible to:** Head of Competitions

**Responsible for:** Effective administration of **scottishathletics'** event licensing scheme and national events programme

### Key tasks will include:

- Administration of the **scottishathletics** licence scheme for events of all disciplines, including checking and issuing licences.
- Updating and maintenance of event returns records
- Reconciliation of event levy payments and follow-up on outstanding levies due
- Response to general phone and e-mail queries relating to event licensing
- Assistance with the collation of event entries and reconciliation of event entry fees
- Administrative assistance with pre-event communications to athletes, officials and other event attendees
- Assistance with the production and printing of event documentation pre-event
- Occasional attendance at **scottishathletics** offices for pre-event loading and post-event unloading of event equipment and/or at **scottishathletics** competitions to assist with set up and take down of event equipment, and to provide support to the team during an event

*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
<b>Qualifications and attainments</b>	Experience of working in an administrative role, preferably within a sporting context	An understanding of athletics in Scotland
<b>Work and other experience</b>	<p>Evidence of providing great customer service in a customer focussed role</p> <p>Experience of successfully using IT systems and Microsoft applications to efficiently deliver day-to-day business support</p> <p>Evidence of successfully supporting and working with volunteers</p>	<p>Experience of successfully using online CRM software or managing a database of contacts</p> <p>Practical knowledge and understanding of the GDPR and Data Protection legislation</p>
<b>Skills</b>	<p>Enthusiastic, energetic, hard-working and reliable</p> <p>Excellent administration and information technology skills</p> <p>Ability to multi task and work well to tight timescales whilst maintaining accuracy at all times</p> <p>Excellent interpersonal and communication skills with ability to work well with others</p> <p>Self-disciplined with ability to work effectively remotely</p>	A keen interest in sport

### 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, to [hr@scottishathletics.org.uk](mailto:hr@scottishathletics.org.uk)

The closing date for applications is **noon on Thursday 11<sup>th</sup> May 2023** with interviews taking place on Thursday 18<sup>th</sup> May 2023.

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.