

The Role and Responsibilities of the Performance Administrator

Responsible to: The Head of Performance

Responsible for: The effective administration and support of performance pathway programmes, teams and projects within **scottishathletics**.

Key tasks will include:

- With the direction of the Head of Performance, leading the coordination of all logistics for **scottishathletics** team representation opportunities (approx. 16 teams per year across track & field, road running, cross country, hill and ultra running).
- With the direction of the Head of Performance, leading the administration and liaising with suppliers, staff, coaches and athletes in the purchasing, ordering/ distribution of kit and keeping an up-to-date inventory for overall stock control purposes.
- Acting as the main contact to deal with all queries concerning national eligibility and process requests in line with appropriate policies.
- Working with the relevant Performance Team staff to assist with the coordination, logistics and delivery of the Event Group Projects.
- Working with the relevant Performance Team staff to assist with the coordination, logistics and delivery of Talent Pathway activities.
- Providing support to the Head of Performance on request, this will include (but not limited to): updating calendars / planning documentation, collating **scottishathletics** team selection documentation, administration of anti-doping framework requirements, processing of National Record forms, grant application sign off/ verification, coordination of reports / information bulletins as well as identified data monitoring and entry.

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 and performance environments.

Candidate Specification

FACTORS	ESSENTIAL	DESIRABLE
Qualifications and attainments	A strong proficiency in English and mathematics	<p>Athletics coaching qualification</p> <p>Holder of a current, full UK driving licence</p> <p>Evidence of continuous professional development</p> <p>Minimum of two years' experience in a similar role</p>
Work and other experience	<p>Knowledge of Scottish sporting landscape</p> <p>Understanding of athletics and performance sport</p> <p>Experience of managing logistics efficiently and effectively</p> <p>Experience of successfully developing and maintaining effective relationships with stakeholders</p> <p>Strong knowledge and experience of MS Excel, MS Outlook, MS Word and CRM systems</p>	<p>Understanding of the UKAD Assurance Framework</p> <p>Understanding of club and coach development</p> <p>Competent in the use of other MS 365 apps</p> <p>Knowledge of the wider aspects of the national strategy for scottishathletics</p>
Skills	<p>A team player with ability to influence and guide others</p> <p>Well organised with a proven track record of delivering under pressure</p> <p>Ability to plan, manage and deliver multiple projects successfully</p> <p>The confidence to communicate clearly both internally and externally with stakeholders through strong verbal and written communications skills</p>	
Disposition and personal qualities	<p>Self-disciplined with ability to work effectively remotely</p> <p>Innovative and forward-thinking with a positive attitude</p> <p>Respectful, trustworthy, enthusiastic and hard-working with a proven track record of achievement</p> <p>Commitment to personal</p>	

	development and a willingness to learn from others	
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Application Process

Applicants should apply by submitting the application form and covering letter (addressing how the applicant's skills and expertise fit with the job role and person specification), marked "private and confidential", to hr@scottishathletics.org.uk.

The closing date for applications is **noon on Monday 8th July 2024** with interviews taking place week commencing 15th July 2024.

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

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

scottishathletics is an equal opportunities employer.