

The Role and Responsibilities of the Membership and Human Resources Administrator

Responsible to: Head of Operations

Direct reports: None

Responsible for: Effective administration of the **scottishathletics'** membership scheme and HR function

Key tasks will include:

- Maintain, update and manage the membership database in conjunction with the **scottishathletics** and **jogscotland** websites and members on-line access, ensuring the database is clear of duplicates
- Process all member related applications and queries, including change of club
- Deal with general telephone calls and respond to enquiries from existing and potential members, including clubs and associates
- Administer the club affiliation scheme
- Provide regular, up to date reporting and data analysis to meet business needs
- Ensure Data Protection compliance throughout
- Support the recruitment process through posting adverts, arranging interviews, and preparing offers of employment
- On-boarding new employees and carrying out inductions
- Ensure driving licence and insurance checks are completed and up to date
- Manage all leavers administration
- Any other tasks as reasonably requested

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.

Candidate Specification

FACTORS	ESSENTIAL	DESIRABLE
Qualifications and attainments	Experience of working in an administrative role, preferably within a sporting context A strong proficiency in English and mathematics	An understanding of athletics in Scotland
Work and other experience	Evidence of providing great customer service in a customer focussed role Strong knowledge and practical experience using CRM systems, MS Excel, MS Outlook and MS Word to efficiently deliver day-to-day business support Evidence of successfully supporting and working with volunteers	Practical knowledge and understanding of the Data Protection legislation support Prior experience working in an environment processing data of a highly confidential and sensitive nature
Skills	Enthusiastic, energetic, hard-working and reliable Confidence to communicate clearly both internally and externally with stakeholders through strong verbal and written communications skills Ability to multitask and has the flexibility to complete a variety of projects in tandem Self-disciplined with ability to work effectively remotely	A keen interest in sport
Disposition and Personal qualities	Self-motivated and takes ownership of tasks and problems Conscientious with a demonstrably high level of accuracy and attention to detail Confident and able to work with a minimum of supervision Reliable, trustworthy and highly organised Demonstrates confidentiality, discretion, tact and diplomacy	

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

The closing date for applications is **noon on Monday 7th October 2024** with interviews taking place on week commencing Monday 14th October 2024.

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

scottishathletics is committed to equality of opportunity and treats all applicants fairly and consistently in accordance with the requirements of the Equality Act 2010 and the Rehabilitation of Offenders Act 1974 (as amended).

scottishathletics is **not** approved by UK Visas and Immigration to act as a licensed sponsor, and as such, this role is not eligible for sponsorship. Any offer of employment would be subject to proof of existing right to work in the UK, satisfactory background check, and references.

If you require any reasonable adjustments, please email hr@scottishathletics.org.uk

