

Grangemouth Stadium Office Administrator

JOB OUTLINE

Location: Grangemouth Stadium	Salary: £13,332 (for 20 hours per week)
Reports to: The Stadium Manager	Application Deadline: Sunday 20 April, 5 pm

COMPANY OVERVIEW

Grangemouth Community Sports Trust is a charity set up to manage Grangemouth Stadium for community benefit.

Grangemouth Stadium is central Scotland's premier athletics training and competition facility and hosts a large number of regional, national and international events, squad training days and coaching conferences. It has been the home of many Olympic and Commonwealth squad teams for training and boasts the relocated Hampden track from the 2014 Commonwealth Games. The Stadium is home to Falkirk Victoria Harriers and Forth Valley Flyers and is of huge importance to the local community.



MAIN DUTIES AND RESPONSIBILITIES

This is an exciting opportunity to join a newly formed charity managing a nationally important sports facility and be at the heart of its operations.

Your main duties and responsibilities:

- Responsible for the smooth operation of the Stadium Office
- Invoicing & purchasing, and payroll
- Bookings and programming
- Preparing finance reports for The Stadium Manager
- Updating the website and social media platforms
- Volunteer coordination
- Customer services & reception
- General admin tasks



EDUCATION & QUALIFICATIONS

- Experience in a similar role
- A qualification in administration or finance



ESSENTIAL AND DESIRABLE SKILLS/EXPERIENCE/ATTRIBUTES

- General office administration experience (Essential)
- Excellent communication and interpersonal skills (Essential)
- Invoicing and purchasing (Essential)
- Preparing basic finance reports (Essential)
- Self-motivated (Essential)
- Experience using payroll software (Desirable)
- Experience with CRM software (Desirable)
- Website and social media administration (Desirable)



WORKING CONDITIONS

- 20 hours per week across 4 days per week
- Based at The Stadium working within the office and reception
- Permanent, part-time



BENEFITS

- Competitive Salary
- Company Pension Scheme
- 33 days holiday per year, including bank holidays, pro rata for part-time position
- Flexible Working Hours. You will be required to work some evenings

