

## The Role and Responsibilities of the Competitions Administrator

**Responsible to:** Competitions Manager

**Responsible for:** Delivering efficient and accurate administrative support across competitions, licensing, officials' education and course measurement, ensuring smooth processes and high-quality coordination with staff, event organisers and volunteers.

### Key tasks will include:

#### Core Administrative Responsibilities

- Provide comprehensive administrative support to the Head of Competition and Competitions Manager to ensure the smooth coordination and delivery of **scottishathletics'** events and other associated projects.
- Maintain accurate and up-to-date databases, records and documentation for all competition-related administration.
- Regularly update the events calendar and undertake wider website-related administration, including uploading event information and general updates.
- Provide occasional on-the-day event support at **scottishathletics** events, as agreed with the Competitions Manager (seasonal and subject to operational need).

#### Licensing and Course Measurement Administration

- Administer the **scottishathletics** licensing scheme for events across all disciplines, ensuring efficient processing and clear communication with organisers.
- Act as the main administrative point of contact for licensed event organisers.
- Maintain accurate records of event levies and ensure all related documentation is processed in a timely manner.
- Provide administrative support for course measurement, including issuing course measurement renewals, maintaining accurate records and supporting the Course Measurement Coordinator with associated administrative tasks.
- Work collaboratively with **scottishathletics** staff, commissions and event organisers to develop and enhance the licensing scheme in line with current and future needs.

#### Officials' Education Administration

- Assist with the administration of Officials' Education, including setting up online courses, processing licence applications and recording officials' experiences.
- Provide administrative support to officials' events, including conferences and training days.

*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
<b>Qualifications and attainments</b>	<p>Relevant experience in an administrative role, supporting the coordination and delivery of processes or services</p> <p>Good general level of education with strong literacy and numeracy skills</p>	<p>Experience within a membership, charity or not-for-profit organisation</p> <p>An understanding of how events or licensing systems operate within a sporting or community context</p>
<b>Work and other experience</b>	<p>Evidence of delivering excellent service in a customer-focused environment</p> <p>Experience of using IT systems and Microsoft applications (e.g., Outlook, Excel, Word) to efficiently deliver day-to-day business tasks</p> <p>Experience of organising and maintaining accurate records and databases</p>	<p>Understanding of GDPR and Data Protection requirements</p> <p>Experience of working with volunteers or supporting volunteer networks</p>
<b>Skills</b>	<p>Excellent administrative and organisational skills with strong attention to detail and accuracy</p> <p>Confident communicator with excellent interpersonal and written communication skills</p> <p>Ability to manage multiple tasks, prioritise effectively and work to tight deadlines</p> <p>Strong IT proficiency and ability to learn new systems quickly</p> <p>Ability to work well as part of a team and build positive relationships with colleagues and stakeholders</p> <p>Self-motivated, reliable and able to work with minimal supervision, including remotely</p> <p>Demonstrates initiative, adaptability and a commitment to delivering high-quality work</p> <p>Commitment to personal development and willingness to learn from others</p>	
<b>Other</b>		<p>An interest in athletics or sport</p> <p>Holder of a current, full UK driving licence and access to a vehicle</p>