

Job Description

Job Title:	Education Administrator
Status of role:	Full time
Responsible to:	Education Programme Manager
Responsible for:	No line management responsibilities
Location:	Caledonia House, 1 Redheughs Rigg, South Gyle, Edinburgh
Salary:	£17,000 to £19,000

Role Summary:

This role will provide administrative and coordination functions to the Education Department.

Key Objectives:

- Maintain efficient and effective administrative systems and procedures for the department
- To effectively help plan and coordinate the booking of travel and accommodation for any departmental activity
- Assist with the organisation, co-ordination and promotion of all departmental activities
- Responsible for invoicing and processing of payments in line with Scottish Gymnastics finance procedures
- Update and maintain information on computer systems (CRM/GymNet) and Scottish Gymnastics Website
- Deal with membership enquiries
- Manage the department email inbox and incoming telephone calls, ensuring any relevant information is passed to relevant team member/department
- Provide general administration duties to include photocopying, filing, processing incoming and outgoing departmental mail
- Any other reasonable duties as directed by the line manager/Head of Department

Departmental Specific – Education

- Produce a comprehensive calendar for all coach and judge Education courses.
- Assist with training and development of new and existing education workforce
- Manage subsidy applications and be the first point of contact for **sportscotland** on subsidy applications
- Administer certification of all courses through Scottish Qualification Authority (SQA)
- Lead on specific projects as and when required to support the departments key objectives
- Administer confidential information for coaches, parents and clubs
- Responsible for the collation and evaluation of candidate feedback on education delivery across all Scottish Gymnastics education programmes.

Communication

Communicate and interface regularly with: -

- Line Manager

- Scottish Gymnastics Staff
- British Gymnastics Departments
- Clubs, parents, coaches and gymnastics workforce
- Key national and local partners e.g., local authorities / trusts
- Commissions, associations, clubs and development groups
- Develop and maintain strong effective partnerships and relationships with key agencies including BG, sportscotland, local authorities etc.
- Attend staff meetings as appropriate

Monitoring and Evaluating

- Input into monitoring and evaluation reports with support of line manager for Senior Leadership Team / Board reporting measures
- Work with colleagues in Education team, for data capture and input measures for tracking purposes

Other Duties

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties, and we recognise that jobs change and evolve. Consequently, this is not a contractual document, and you will be required to carry out any other duties to the equivalent level that are necessary to fulfil the requirements of the post. The job description should be reviewed annually to reflect the needs of the Scottish Gymnastics strategic plan.

Criteria / Attributes	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> National Grade 5 level in English and Maths or equivalent 	NC in administration or equivalent qualification UKCC Coaching qualification or equivalent in any sport
Skills and Abilities	<ul style="list-style-type: none"> Competent IT skills Highly developed interpersonal and customer service skills Ability to demonstrate a methodical, organised and flexible approach to work Effective organisational skills Effective listening and verbal and written communication skills Ability to work using own initiative within boundaries An ability to work and communicate with a diverse range of people, establishing and maintaining effective working relationships Ability to plan, organise and prioritise workload to meet deadlines Excellent attention to detail Advanced decision-making skills Have tact and diplomacy Willingness to undertake a broad range of duties 	
Experience	<ul style="list-style-type: none"> Customer care and quality control Working as part of a team 	<ul style="list-style-type: none"> Experience of working within a sporting environment Experience of using CRM systems Working knowledge of Sage Experience of working in an office environment
Knowledge	<ul style="list-style-type: none"> Sound knowledge of Microsoft Office products including Word, Excel, Powerpoint and Outlook and the internet Office systems and procedures 	

Personal Qualities	<ul style="list-style-type: none"> • Have integrity, drive, enthusiasm and initiative • Ability to offer creative solutions to situations • A team player • Self-motivated • Willing to work independently • Flexible approach to changing work tasks 	
Other Requirements	<ul style="list-style-type: none"> • Commitment to ongoing professional development • Ability to work occasional weekends 	