

Job Description

Job Title: Events Administrator

Status of role: Full time
Responsible to: Events 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 liaise with and provide administrative support to the Events department and Technical Committee Competition Organisers.

Key Objectives:

- Working with the relevant discipline representatives from the planning stages through to event delivery and review
- Coordinating and/or confirming the booking of specific event requirements e.g., venue, catering, medals etc.
- Assisting with the coordination of event programmes
- Coordinating accommodation requirements for all event officials and volunteers
- Assisting with online entry administration, ensuring all deadlines are met
- Update and maintain event information on computer systems (CRM) and SG website
- Production of any documents that may be required for events e.g., accreditations, signage, forms
- Attend, as agreed with line manager, set events throughout the year to support event delivery. Tasks on the day may include (but not limited to) computer scoring, volunteer coordination, announcing, spectator services, floor managing etc.
- Deal with membership enquiries and online entry issues
- Deal with incoming telephone calls and field emails
- Provide general administration duties to include photocopying, filing, processing incoming and outgoing departmental mail
- Any other reasonable duties as directed by the line manager
- Lead on specific projects as and when required to support the department's key objectives

Communication

Communicate and interface regularly with: -

- Line Manager
- SG Staff
- SG Technical Committees for all gymnastics disciplines
- British Gymnastics Departments

- Clubs 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

- Provide regular monitoring and trend reports for senior leadership team, the board, and any other relevant body.
- Provide income and expenditure reports the head of finance
- Work with colleagues in Performance 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 5 level in English and Maths or equivalent 	NC in administration or equivalent qualification HNC or higher in Events Management
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 Experience of budget management
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 	<ul style="list-style-type: none"> Knowledge of the gymnastics competition structure and requirements for each discipline Knowledge of gymnastics event operations

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 weekends 	<ul style="list-style-type: none"> • Full UK driving licence and access to a vehicle