

Scottish Karate Governing Body

Job Description: Volunteer Assistant Administrator

Main Purpose of the Job

- To assist with high quality and versatile administration for the busy governing body, Scottish Karate Governing Body (SKGB) and to provide administrative support to the Executive Administrator.

Responsible to:

- SKGB Chair & Executive Administrator

Specific Responsibilities

Governance

- Be familiar with and adhere to legislation and compliance issues.
- Act as assistant register for Disclosure Scotland
- Carry out other appropriate tasks as instructed by the Chairman and Executive Administrator

Coaching Administration

- To assist with the organisation and collation of coaching license scheme

Event Management

- To assist in providing support administration for events and courses.

General Office Administration

- To assist in planning, organising and running the day-to-day operation of the office.
- To assist in organising an efficient filing system.
- To assist in organising the purchase, storage and control of stationery, stock, equipment, kit and maintaining records of the sales of publications.

Expenses and mileage to be paid.

Scottish Karate Governing Body

Candidate Specification – Assistant Administrator

Factor	Essential	Desirable
Qualifications and Attainments	<ul style="list-style-type: none"> • At least three years experience in a medium sized organisation • Extensive working knowledge of word processing and database management packages. • Proven ability to establish and manage filing and retrieval systems. • Servicing committee meetings and general meetings of a medium sized association. 	<ul style="list-style-type: none"> • Experience in a governing body of sport or similar voluntary organisation
Work and Other Experiences (in an employed or voluntary capacity)	<ul style="list-style-type: none"> • Proven administration experience of finance and procedures within a busy office. • Responsibility for the purchase and maintenance of basic office machinery within agreed budgets. 	<ul style="list-style-type: none"> • Experience of working with volunteers. • Experience of Sage and Office 2007 • Experience of acting as secretariat to committees.
Skills	<ul style="list-style-type: none"> • Proven ability to make decisions affecting the day to day responsibilities of the job within clear guidelines. • Proven communication skills including the ability to correspond with and converse appropriately with officers within and outside a comparative organisation. • Ability to create and implement a work programme reflecting the current demands of the governing body office, for self and others. • Demonstrable IT skills in word processing, spreadsheets and databases. 	<ul style="list-style-type: none"> • An ability to interface with professional and volunteer staff • Ability to contribute to annual forward planning process for a diverse organisation

Disposition and Personal Qualities	<ul style="list-style-type: none"> • Ability to work as part of a team. • Self motivated • Ability to demonstrate confidence, empathy, enthusiasm, initiative. 	<ul style="list-style-type: none"> • Versatility and creativity • Sense of humour • Flexibility
Special Aptitudes	<ul style="list-style-type: none"> • Proven knowledge of demands, pressure and the needs of a busy office environment. • Proven commitment to manage a consultation process. 	<ul style="list-style-type: none"> • Interest in sport

Closing date for applications Wednesday 26th June 2013