

Scottish Karate Governing Body

Job Description: Secretary to Refereeing Commission

Main Purpose of the Job

- To provide administrative support to the SKGB Refereeing Commission.
Note: The Secretary is not a member of the Refereeing Commission per se and has no voting rights.

Responsible to:

- SKGB Refereeing Commission Chairperson

Specific Responsibilities

Governance

- Be familiar with and adhere to legislation and compliance issues in relation to the Data Protection Act.
- Carry out other appropriate tasks as instructed by the Chairperson. This may include correspondence outwith the SKGB e.g. the British Karate Federation (BKF) etc.

Event Management

- To provide administration support for Refereeing Commission meetings, Refereeing briefings, Refereeing courses and other SKGB sanctioned competition events and courses.

General Administration Duties

- To agree Agenda for SKGB Refereeing Commission meetings in conjunction with the Chairperson.
- To take accurate minutes of SKGB Refereeing Commission meetings.
- To deal with all incoming/outgoing correspondence as instructed by the Chairperson.
- To distribute Agenda and approved minutes of SKGB Refereeing Commission meetings to all interested parties, prior to planned meetings.
- To assist in the organisation and upkeep of an appropriate contact list of Refereeing Officials, including scorekeeper/timekeeper personnel.

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- To assist in the organisation and upkeep of an appropriate record system for qualifications of both Kata and Kumite qualifications, to include expiry dates and theory test results.
- To make booking arrangements for SKGB Refereeing Commission meetings, Refereeing briefings and courses.

Approved expenses and mileage only to be paid.

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Candidate Specification – Secretary to SKGB Refereeing Commission

Factor	Essential	Desirable (not essential)
Qualifications and Attainments	<ul style="list-style-type: none"> • Be active in the SKGB Refereeing programme and have attained at least an SKGB Refereeing qualification. • Working knowledge of Microsoft Office packages i.e WORD, EXCEL & Powerpoint.. • Previous experience servicing committee meetings and/or general meetings of a small/medium size. 	<ul style="list-style-type: none"> • Have attained BKF Refereeing qualifications (both Kata & Kumite). • Working knowledge of Microsoft Access. • Administration experience in a Karate Association or similar voluntary organisation
Work and Other Experiences (in an employed or voluntary capacity)	<ul style="list-style-type: none"> • Proven administration experience. 	<ul style="list-style-type: none"> • Experience of Microsoft Office 2007 as a minimum • 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 needs of the SKGB Refereeing Commission, for self. • Demonstrable IT skills in word processing, spreadsheets and databases. Microsoft Office preferably. 	<ul style="list-style-type: none"> • An ability to interface with SKGB Refereeing Commission members and other SKGB/BKF office bearers as appropriate. • Ability to contribute to annual forward planning process

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">• Demonstrate a passion for furthering SKGB Refereeing/Kata Judging within Scotland and beyond	<ul style="list-style-type: none">• Interest in Sport and sport Karate in general

Closing date for applications Wednesday 3rd July 2013