

University of Edinburgh

Job Description Template

1. Job Details

Job title:	Competitions Assistant, Scottish Student Sport (SSS)
School/Support Department:	Corporate Services Group
Unit (if applicable):	Sport and Exercise (SE)
Line manager:	Head of Competitions, Scottish Student Sport
Salary:	UoE grade 4

2. Job Purpose

To provide administrative support to national competitions programmes across student sport in Scotland, including relevant SSS and BUCS fixtures, events and National Squad programmes. To provide support to staff and Committees of SSS, with particular focus on upholding efficient office systems, member relations and communications.

3. Main Responsibilities

	Approx. % of time
1. Provide administration for SSS fixtures, events, and National Squads, including liaising with sports chairs; sourcing facilities, transport and accommodation; sourcing and liaising with officials; dealing with entries and payments; maintaining up-to-date financial records; processing results; daily correspondence & telephone enquiries and compiling news stories. Role will also include assisting at selected SSS events.	30%
2. Provide administration for relevant SSS and BUCS fixtures, including organising centrally delivered venues and officials; processing results; fielding telephone enquiries from members; liaising with BUCS HQ. Role will also include assisting at Scottish Conference Finals.	20%
3. Provide administrative support to relevant SSS committees and forums and assist the Head of Competitions and Events Coordinator with fixture, event and league related projects.	20%
4. Ensure official channels of communication are well maintained and accurate, to include information, news and events. Particular emphasis will be placed on ensuring that relevant parts of the SSS website and the SSS event admin systems are up to date and well managed at all times.	20%
5. Act as a focus for the receipt and dissemination of information relating to fixtures and events, amongst SSS committees and staff, the SSS membership and the general public.	5%
6. Contribute to positive collaborative working relationships with partner organisations and agencies. Build effective working relationships with other colleagues within SSS.	5%

4. Planning and Organising

- Support the planning of all SSS & Scottish BUCS fixtures and events yearly.
- Support SSS senior staff in arranging and delivering events / campaigns / communications / service improvements, often 6 months ahead, in support of SSS activities and programmes.
- Maintain and update member bookings / event registrations / databases, and the SSS website, on an on-going basis in a well-ordered and efficient manner.
- Provide administrative support to SSS committees and staff as and when required on a portfolio/ project basis

5. Problem Solving

- Liaise with SSS senior staff to resolve scheduling issues (differing holiday/exam periods; conflicting events; availability of officials/venues) to uphold customer satisfaction and assure a full SSS programme.
- Assist with member enquiries/complaints/concerns, customer feedback, accidents/incidents, investigating / assembling facts, and with SSS senior staff determining the appropriate course of action.

6. Decision Making

- Follow policy / procedures in dealing with member enquiries (entries to events; conference registrations; financial enquiries) and ensure a smooth and efficient office environment.
- Meet regularly with SSS staff colleagues to agree on priorities (daily, weekly, monthly) and to find better ways of working, but planning and prioritising own work activities on a day-to-day basis.

7. Key Contacts/Relationships

Personnel on SSS Committees and Fora, Individuals in Scottish Universities & Colleges; British Universities & Colleges Sport; Schools, and other tertiary education groups; local clubs; SGBs, International sports teams; Event organisers; Press; Suppliers.

8. Knowledge, Skills and Experience Needed for the Job

- Educated to Nat 5 level with passes in English and Maths with a minimum of 2 years sports admin experience (paid or voluntary).
- Ability to work as a member of a team and have an interest in and knowledge of tertiary education sport and physical activity.
- Excellent communication skills (verbal and written), being polite and diplomatic.
- Well developed IT abilities (MS office; internet) with experience of spreadsheets/databases.
- High administrative and numeric skills, with the ability to work independently, to deadlines and with accuracy, meticulousness and attention to detail.
- Able to prioritise own workload; understand priorities of colleagues, self-motivated and able to cope with a very busy work environment often with competing demands.

9. Dimensions

No staff management responsibility; No direct budget responsibility; SSS is a dynamic governing body for Scottish tertiary education Sport & Active Health; role involves independent working and networking; administrative role.

10. Job Context and any other relevant information

Position has nation-wide remit; need to balance new procedures/approaches against historical practices; post-holder will occupy office at 48 Pleasance, be line-managed by the SSS Head of Competitions.

11. Equality

Scottish Student Sport are committed to reducing barriers to sport and physical activity for students across Scotland. We welcome applications from all communities, including from trans people and people with variations in sex characteristics, from Black, Asian and ethnically diverse people, and from disabled people who are currently under-represented in our staff team.

12. Verification

I agree that this job description conveys an accurate description of this job.

Manager: *Director, CSE* *Jim Aitken*

Job holder: