

Administration Support

Insert new logo

Administrator

Purpose

West Hockey is looking for an experienced administrator to assist in managing our day-to-day administration. Confidentiality, excellent organisational skills and accuracy are important qualifications for this position, as well as being able to communicate clearly. The ideal candidate for this position is a skilled multi-tasker, reliable and committed to consistently meeting deadlines. The successful candidate will require high levels of flexibility in how this role is delivered, reporting to the Operations Director.

Key Tasks of the Role

- ❖ Responsibility to support the Directors, Management Committee and other West committees when required with a variety of administrative tasks
- ❖ To process written information and distribute this to key partners to include administration for all Board and Management meetings
- ❖ Maintaining the details of West members including clubs, County Hockey Associations and West committee members on the database system
- ❖ Requesting information from members
- ❖ Signposting local, Area and National queries to the relevant committee
- ❖ Updating the West Hockey website
- ❖ Support Directors and committee Chairs with research requests
- ❖ Running reports from the database system
- ❖ To attend events and meetings as required
- ❖ Manage the storage of documents on the West Hockey SharePoint site
- ❖ Any other reasonable management requests

Is this Role for you?

The ideal candidate will have excellent administration experience and a good working knowledge of Microsoft Office including word and excel. High standards with excellent attention to detail, demonstrating capability in terms of numeracy and literacy including planning and prioritising your own workload to meet deadlines. The candidate needs to be a team player, with the ability to build effective relationships, maintaining trust and confidence, working with a variety of members and committees. Strong customer service skills with a propensity to look for opportunities to enhance the customer experience and a proven track record of constantly looking for ways to do things better. Willingness to work unsociable hours.

Remuneration

Self-employed basis - £3000 per annum

The services to be provided can be undertaken flexibly subject to being completed as required. These will be paid monthly at a rate of £250 pm to be reimbursed on submission of an invoice from the postholder for the administration services.

The appointment is for an initial period of 6 months, after which it will be reviewed to ensure the provision of services at the set rate remains mutually satisfactory.