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| **Job Title** | **Administrator, RYA Scotland (Full time – 35 hours)** |
| **Reporting to** | Senior Administrator |
| **Date** | August 2021 |
| **Purpose**To support the Senior Administrator in delivering efficient administration of the RYA Scotland Office to directly support the Participation and Development Department and aspects of Marketing and Communications activities. |
| **Context**A member of the Support Services Team (comprising Senior Administrator, 1 full time Administrator and 2 part-time Administrators) which provides administrative support to RYAS Chief Executive Officer, Managers, Officers, Board, Committees and volunteers.The post is under a joint employment contract between RYA and RYA Scotland. |

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| **Responsibilities:****General RYA Scotland support*** Assist in providing an efficient administrative support function to RYA Scotland team as directed by Senior Administrator and work within the RYAS administration work plan system to ensure efficient delivery of all support services, having a working knowledge of admin support functions across the team to cover for other aspects as and when required.
* Administration and support at RYA Scotland events as and when required with flexibility required to work outside normal office hours at evenings and at weekends.
* Answer general enquiries and requests for information and advice, referring to colleagues and RYA as required.
* Provide annual leave and sick leave cover for the Senior Administrator and other Administrators as necessary.
* Maintain files and records on SharePoint for all support services.
* Operation of RYA Membership Database system to produce mailings, email shots and for reporting statistics.
* Carry out other appropriate tasks as instructed by the Senior Administrator.

**Direct support to Participation and Development Department*** Collation of data for monitoring and reporting on department performance indicators.
* Collation and monitoring of supportive data that contributes to measuring the impact of the Regional Plans, and in particular the Participation and Development department, on the boating participants, organisations and communities across Scotland.
* Produce minutes and provide secretarial support to the Participation and Development Committee.
* Assist with the collation of data for the Club Census.
* Responsible for issuing Participation and Development mailings.
* Provide administrative support to initiatives including the Discover/Try Sailing Initiative.
* Administration for various department led events.
* Booking travel and accommodation.
* Purchase of equipment, materials, clothing and stationery as and when required.
* Financial administration – posting invoices and card payment transactions to online payment system.
* Inputting of digital content as directed by the Development Manager or Senior Administrator including posting of images to asset bank and creation and updating of website articles on a regular basis.

**Marketing and Communications**Providing support to the Marketing and Communication Managers in the following areas:* Administration support for RYA membership activities, initiatives and communication in Scotland such as boat show/events, member gatherings, annual awards and direct mail outs. This will include taking booking details for events and assisting with gathering information from RYA members to aid promotion and retention of RYA membership in Scotland.
* Management of various Communications and events calendars on a regular basis.

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