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| **Job Title** | **Administrator, RYA Scotland**  **(Part-time – 21 hours)** |
| **Reporting to** | Senior Administrator |
| **Date** | Oct 2022 |
| **Purpose**  To support the Senior Administrator in delivering efficient administration of the RYA Scotland Office with a focus on support for Performance Department 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. | |

**Job Description**

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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 Performance Department**   * Organisation and administration of bookings for RYA Scotland Performance Team and Class Academy training weekends, summer camps, invitational training and fitness events. * Administration of Elite Support Grant Scheme. * Collation of information and statistics as directed by the Performance Manager for reporting on key department performance indicators. * 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 Performance Manager or Senior Administrator, including posting of images to asset bank and creation and updating of website articles on a regular basis. |

**Person Specification**

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| **Job Title:** | **Administrator** | |
| **FACTORS** | **ESSENTIAL** | **DESIRABLE** |
| **Qualifications and attainments** |  | Suitable relevant qualification.  Full current UK driving licence with access to own car. |
| **Work and other experience** | Minimum of 2 years’ experience in a similar administration role. |  |
| **Skills** | Excellent keyboard skills and extensive knowledge of Microsoft Office in particular Excel, Word and databases. | Experiencing of working with Microsoft 365 |
|  | Exceptional organisational and administration skills |  |
|  | Ability to produce accurate work. |  |
|  | Excellent numerical and literacy skills to undertake a wide range of tasks. |  |
| Ability to work under pressure and prioritise competing deadlines. |  |
| A working knowledge of social media |  |
| A friendly, helpful and approachable manner. |  |
| Excellent interpersonal and communication skills. |  |
|  | Ability to work as a member of a team. |  |
| **Special aptitudes** | Ability to work flexible working hours when required for travel and attendance at events | A well-balanced range of interests. |