

Student Activities Administrator

Edinburgh Napier Students' Association (ENSA) exists to enable students to make the most of their university experience.

We are looking for an experienced and customer-focused Administrator to work within our Student Engagement Team to support the smooth running of sports clubs and societies and to assist our Finance Officer in carrying out payroll and HR functions.

Why join ENSA as the Student Activities Administrator? You get to support our sports clubs – there are 26 of them, including American Football, Archery, Hockey, Surf and Volleyball – and our 32 societies, including Chamber Choir, Doctor Who, Formula Student (they build a Formula 1 race car!) and the International Society. You'll also get to work with a team of professionals who are all committed to helping Edinburgh Napier students make the most of their university experience.

Salary: £22,400 - £24,200*

Contract: This is a full-time permanent post; though a four-day contract will be considered with pay and holidays adjusted.

Hours: 36.25 hours per week (7 ¼ hours per day) worked Monday to Friday; or 29 hours worked across four days

Location: You will normally be based at ENSA's main office on the Merchiston Campus with some travel to the Sighthill and Craiglockhart campuses. If business needs change, you may be asked to work regularly at one of the satellite offices. Some home working is allowed (up to two days a week) with the permission of the line manager.

Holiday entitlement: 38 days, including 10 days when ENSA offices are closed (pro-rated for part-time).

Reports to: Head of Student Communities and Engagement

Key Responsibilities:

- Arrange and amend bookings for indoor/outdoor venues and transport to ensure the smooth running of student-led clubs and societies; and keep up-to-date records of bookings (30%)
- Work with other Associations/Unions to fulfil and maintain the sports club fixture schedule (BUCS/SSS), ensuring all relevant information is submitted accurately and on time by sports clubs (30%)
- Respond to student and external stakeholder queries in a timely manner (15%)
- Assist the Finance Officer with the monthly payroll and carry out basic finance and HR procedures under the direction of the Finance Officer, providing resilience for ENSA's finance functions (training will be provided.) (15%)
- Provide administrative support to other areas of the organisation, as necessary, and provide occasional cover for Reception (10%)

Also: Depending on the interests and experience of the post-holder, there may be an opportunity to assist the Co-President for Sport to deliver a recreational sports programme, though this is not an essential part of the job.

The main role and responsibilities may change from time to time and the post holder is required to undertake any additional duties as deemed appropriate.

*The appointment will normally be made at the start of the pay scale.

Person Specification:

Criteria	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none">HND or equivalent relevant experience	
Experience	<p><i>You will have:</i></p> <ul style="list-style-type: none">Evidence of experience of administrative processes, such as arranging and amending travel and venue bookings, answering emails and phone calls, keeping up-to-date records, and preparing/storing information digitallyEvidence of providing customer-service	<ul style="list-style-type: none">Experience of basic finance proceduresExperience of sports-related administration
Knowledge	<p><i>You will have:</i></p> <ul style="list-style-type: none">A general understanding of the student experience in a university or college setting	
Skills	<p><i>You will be able to:</i></p> <ul style="list-style-type: none">Demonstrate strong IT skills, including using a range of Microsoft Office tools, including Excel and MS TeamsQuickly learn and adapt to new IT systems and toolsWork and communicate with a diverse range of people from different backgroundsPrioritise work and meet deadlines	<ul style="list-style-type: none">Use SharePoint or similar document storage/sharing tools
Attributes	<p><i>You will be:</i></p> <ul style="list-style-type: none">Customer-focusedA team-worker and reliable contributorEnthusiastic about learning new skillsFlexible, adaptable and resilientCalm when faced with tight deadlines	

Eligibility: You must have, *at the time of application*, the right to work in the UK on an *unrestricted* basis.

To apply: Fill in the [application form](#) and send it to HR@napierstudents.com. Please note that CVs will not be accepted in lieu of an application form.

Closing date: **10 May 2023 at noon**

Interviews: Interviews will be held in person at the Merchiston Campus week beginning 15 May.