



Midland Counties Athletic Association - Job Description

Job Title: Office Assistant

Location: Alexander Stadium, Birmingham

JOB PURPOSE

To assist in the day to day running of the Midland Counties Athletic Association Office and any tasks directed by the Officers of the Association

KEY RESPONSIBILITIES

- Track and Field administration
- Creation of the Prospectus for track and field events each season
- Provision of information to Power of 10
- Event Organisation and where possible, to include providing assistance on the day of the Track and Field event. (Time taken off In Lieu)
- To help ensure outgoing correspondence has been checked within the Office
- Maintaining Track & Field / Administration email inbox

MAIN JOB REQUIREMENTS AND PERSON SPECIFICATION

Education/Qualifications/Training:

- GCSE English and Maths at grade C and above (or equivalent)
- Good IT skills including Outlook, Word, Publisher and Excel

Specific Experience:

Required

- Experience in a similar role in a busy environment.
- Experience working with databases to process information.
- Evidence of ability to work accurately under pressure

Abilities/Skills/Knowledge:

- Good organisational, time management and communication skills
- Good interpersonal and customer service skills.
- Self-motivated
- Confidentiality and discretion
- Flexibility is required to cover other teams when required.
- Knowledge of athletics is desirable

EMPLOYMENT BENEFITS

Salary Band:	Circa £16,000 per annum
Contractual Status:	Fixed Term Contract (1 year)
Annual Paid Holiday:	25 days (of which 3 must be taken during the Christmas break due to stadium closure) plus 8 Statutory Bank Holidays
Hours:	35 hours per week. This role will require the post holder to work such hours as may be necessary for the proper performance of the duties of the role and specific hours cannot be determined. A flexible approach to work is required as evening and weekend working may be involved.
Notice Period:	4 weeks
Other Benefits:	<ul style="list-style-type: none">• Membership of Company Personal Pension Plan with company contributions

(Please note that no relocation assistance will be offered for this position).