



VACANCY DETAILS – ADMINISTRATOR

Scottish Women's Football is looking for a driven, enthusiastic and organised Administrator. This is an exciting role for someone who loves a fast paced environment, is a skilled administrator and wants to make a real difference to girls' and women's football in Scotland. We would like you to have a minimum of one year's experience in a similar role, but if you don't, but feel that you are the right person for the job, then we'd still love to hear from you.

About SWF:

SWF owns and is responsible for the management of the following competitions:

- Scottish Building Society Scottish Women's Premier League 1 & 2 (SWPL)
- Scottish Women's Premier League Cup
- Scottish Women's Football League Division 1 & Division 2 (SWFL)
- Scottish Women's Football League Cups (Division 1 & Division 2)
- SSE Scottish Women's Cup
- Youth National Performance Leagues at U15/U19
- Youth National Performance League Cups at U15/U19
- Youth Regional Leagues at U13/U15/U17
- Youth Regional League Cups at U13/U15/U17
- Scottish Youth Cups at U13/U15/U17

This is an exciting time for girls' and women's football in Scotland with over 8000 players registered to play in SWF competitions and over 14,000 girls' and women playing football across all activity.

Our club competition structures have developed significantly over the past 3 years with the introduction of our 8 team SWPL 1 and SWPL 2 which are now sponsored by the Scottish Building Society. We are seeing increased interest and investment in the girls' and women's game and are entering into our fourth year of partnership with SSE for sponsorship of our Senior Scottish Cup Competition.

We work closely with our partners at the Scottish FA to ensure a strategic approach to developing the game at a recreations, club and elite level.

Next Steps:

To apply, please send your CV to jobs@scotwomensfootball.com for the attention of Fiona McIntyre

Closing date is Sunday 1st September with interviews provisionally scheduled for Thursday 12th September

Salary dependent on experience.

SWFAdministrator/V2/CreatedJuly2019

Job Description – Administrator

ROLE TITLE: Administrator

RESPONSIBLE TO: EXECUTIVE OFFICER

LOCATION: HAMPDEN PARK, LETHERBY DRIVE, GLASGOW

TERM: FIXED TERM – 2 YEARS

ROLE DESCRIPTION:

To provide general clerical and administrative support to Scottish Women's Football (SWF) as required.

Main duties:

- Provide administrative support as required to Executive Officer, Club & Competitions Officer on the planning, preparation and implementation of all key programmes of competition and Events including:
 - Senior & Youth League & Scottish Cup Competitions
 - Senior & Youth Leagues
 - SWPL Promotional Events
 - Youth National Performance League and League Cup Competitions at U15 & U19 level
 - Annual Awards Dinner
- To process club affiliations as required and keep appropriate records
- To process player registrations as required and keep appropriate records
- To process friendly requests
- To create and maintain contact databases for all SWF clubs, officials and players
- Support the Executive Officer, SWF Board, Club & Competitions Officer and Strong Quality Growth/Policy Working Group Committees by preparing papers and recording minutes
- To deal with enquiries via e-mail, telephone and forwarding where appropriate, as well as signposting to other relevant personnel
- To support the Child Wellbeing & Protection Officer in the administration of PVG's and other safeguarding measures on behalf of SWF
- To support the Finance Director with administrative support through raising of invoices and recording financial transactions of QuickBooks
- Provide general administrative support including diary management, online filing, and facility booking
- Improve and implement processes and procedures to improve efficiency
- Any other reasonable duties as delegated from time to time commensurate with salary

PERSON SPECIFICATION:

QUALIFICATIONS:

- Must demonstrate appropriate level of literacy and numeracy. At least 3 Standard Grades or equivalent (including English) at Level 3 passes or equivalent

EXPERIENCE:

- At least one year's experience in an administrative role. Sports industry experience is not required but would be beneficial

SKILLS, KNOWLEDGE & ABILITIES:

- IT literate including experience in using Word and Excel at intermediate level
- Ability to understand and learn new software and administrative procedures
- Competent with email and the internet
- Experience of dealing with members of the public

PERSONAL ATTRIBUTES:

- Strong Communication Skills (written & oral)
- Dynamic and happy to work on own initiative and as part of a team
- Ability to manage conflicting demands and prioritise tasks
- Ability to remain calm and professional under pressure
- Flexible and adaptable approach
- Passionate about driving women's and girls' football forward
- Eager to improve processes and make a difference
- Willingness to work evenings and weekends on occasion as required