



Job Description – Lead Administrator and Financial Support Officer

ROLE TITLE: Lead Administrator and Financial Support Officer

RESPONSIBLE TO: CHIEF EXECUTIVE OFFICER, CHILD WELLBEING AND SUPPORT OFFICER, & SCOTTISH WOMEN'S FOOTBALL BOARD

LOCATION: HYBRID WORKING BETWEEN HOME AND HAMPDEN STADIUM, LETHERBY DRIVE, GLASGOW

TERM: Full Time, permanent (some weekend working will be essential)

SALARY: £22-25k depending on experience

ROLE DESCRIPTION:

An exciting opportunity has emerged to join the busy Scottish Women's Football team at what is a pivotal time for the growth of women's and girls' football in Scotland. We are looking for an organised and effective administrator with financial experience. We need someone who has excellent communication skills, experience of running a busy office and is equipped to help ensure effective compliance with critical issues like GDPR. The post holder will be the first point of contact with our member clubs and should come with excellent customer service skills and an ability to problem solve.

While experience of working within football would be beneficial, a strong commitment and passion to grow the game is essential.

This is an important role for SWF with the post-holder working closely with the CEO, Child Wellbeing and Protection Officer and our club and competitions officers. The post holder will be charged with ensuring SWF provides excellent service to all clubs and that each member across the SWF team and Board are providing that consistently and timeously. This role will also support the CWPO to process PVGs, will help to keep our members informed and compliant, and will provide secretariat to committees across SWF. This role will also support the CEO with diary management and with financial and some HR duties.

Main duties:

- Provide administrative support as required to Chief Executive Officer, Club & Competitions Officers on the planning, preparation and implementation of all key programmes of competition and events including:

- Senior & Youth League & Scottish Cup Competitions
- Senior & Youth Leagues
- National Academy Programme and cup competitions at 14s, 16s and 18s.
- Annual Awards Dinner
- Dealing with SWF main inbox and handling enquiries via telephone – triaging and forwarding where appropriate or signposting to other personnel and ensuring timely responses across the organisation.
- 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 Chief Executive Officer, SWF Board, Club & Competitions Officer and Strong Quality Growth/Policy Working Group Committees by preparing papers and recording minutes
- To support the Child Wellbeing & Protection Officer in the administration of PVGs and other safeguarding measures on behalf of SWF including secretariat for the Safeguarding Panel and support at CWPO regional network events.
- To support the Finance Director and CEO with administrative support through raising of invoices and recording financial transactions of QuickBooks and financial reporting
- Provide general administrative support including diary management, online filing, office and club insurance and facility booking
- To ensure SWF GDPR compliance
- To help provide some HR administrative support where required
- 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:

- Relevant good first degree or equivalent
- Demonstrable experience in a similar role

EXPERIENCE:

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

SKILLS, KNOWLEDGE & PERSONAL ATTRIBUTES:

- An excellent communicator

- Confident dealing with a range of stakeholders, including members of the public on a day-to-day basis
- Ability to manage conflicting demands and prioritise tasks
- Excellent organisational and planning skills with keen attention to detail
- Ability to remain calm and professional under pressure
- Knowledge of GDPR policies and processes
- Excellent written communication
- IT literate including experience in using Word and Excel
- Ability to understand and learn new software and administrative procedures
- Demonstrable experience of financial planning, invoicing and reporting
- Competent with email and the internet
- Dynamic and happy to work on own initiative and as part of a team
- Flexible and adaptable approach
- Ownership – of the role and tasks
- 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

Closing date: 5pm, 1st June

Please apply by sending in your CV and job specific covering letter detailing at least two references and with the term "Administration" in the subject line FAO Aileen Campbell to: jobs@scotwomensfootball.com.

Due to the high number of anticipated applicants, it will not be possible to get back to everyone to let them know if they will be invited to interview. All successful applicants will be contacted within two weeks of the closing date.

SWF is an equal opportunities employer. We welcome applications from suitably qualified persons regardless of age, gender, gender reassignment, sexual orientation, religion or belief, marital or civil partnership status, race, colour, ethnic or national origin, pregnancy, maternity or disability.