



The Royal Caledonian Curling Club (RCCC): national governing body for the sport of curling

Job Title: Administrator
Salary: c. £15,000
Hours: Full time, 37.5 per week, Monday to Friday
Where: Cairnie House, Ingliston Showground, Edinburgh EH28 8NB
Reports to: Office Manager

Purpose

We are looking for a dynamic individual with excellent administrative, financial and interpersonal skills. The administrator will work in the head office with 10 other staff. The job involves general office administration using MS Office applications, Sage 50 Accounts and other information management systems, planning and organising events, updating web content, data entry, telephone answering, filing and minute taking.

Organisation profile: The Royal Caledonian Curling Club was founded in 1838 and is the Governing Body for Curling in Scotland. It is seen as the mother club of the sport and represents approximately 13,000 members and 600 clubs. Our mission is to develop a robust infrastructure of clubs and facilities that will support the growth of the sport, increase the number of people who enjoy curling in Scotland and sustain medal success at world class levels.

Responsibilities

- Input data into SAGE 50 Accounts
- Arrange travel and accommodation for teams and officials
- Provide administrative support to committees, programmes and other staff
- Plan and organise events
- Purchase clothing, equipment and stationery
- Assist with gathering/collating information for annual publications
- Answer telephone calls and respond to enquiries
- Input of data into databases, improving content and generating information
- Upload documents and content to the website
- Respond to letters and emails
- Research using internet and Survey Monkey
- Undertake other related duties and responsibilities as directed by the Office Manager

Qualifications

- Minimum of 3 Highers or equivalent

Experience/Skills

- Excellent administration, organisational and time management skills
- Excellent communication and problem solving skills
- Experience of working to deadlines on own initiative and as part of a small team
- Experience of working with committees and minute-taking
- Proficient in MS Office applications and other information management systems
- Experience working with financial accounts packages

To apply please send a covering letter detailing how you meet the criteria above, and your CV to: suzy@royalcaledonianscurlingclub.org.

Closing date: 22 July 2013 **Interview date:** 31 July 2013

No agencies please

The Royal Caledonian Curling Club is an equitable employer and welcomes applications from people from all communities. All applicants will be invited to complete an online equality survey.

Further information on the organisation can be found at www.royalcaledonianscurlingclub.org