

JudoScotland Recruitment

Post: Events and Communications Assistant

Closing Date: 23 February 2011



Introduction

JudoScotland (JS), as the National Governing Body for judo, is responsible for supporting the development of clubs, coaches and its members. As we approach the first milestone in what is undoubtedly the most exciting time in Scottish judo's history, the London 2012 Olympic Games, and with Glasgow 2014 on the horizon, that support is about to grow.

As an emerging events / communications professional, your role will be to assist with the provision of exceptional co-ordination, administration and delivery of a variety of successful, well branded events across the JS portfolio.

You will be responsible for assisting with the coordination and delivery of the annual schedule of JS events, which includes (though not exclusively): competitions; national gradings, education and development events, conferences, dinners and awards ceremonies from a technical, logistical and operational perspective.

The role will further effectively support JS corporate communications encompassing, (though not exclusively), paper, electronic and new technologies to the JS membership, partners, supporters, suppliers, stakeholders and sponsors (both potential and current).

Applicants should be educated to HNC level or have equivalent demonstrable experience in education and training and a sound understanding of the current sporting landscape. Candidates should also possess strong relationship management skills and be able to provide evidence of positive partnership working.

Informal Enquiries

Informal enquiries should be directed to Frania Gillen-Buchert, Events and Communications Executive at: franiagillenbuchert@judoscotland.com or on telephone: 0131 333 2981.

Job Description and Application Process

Full particulars concerning the specific role and application process are available from JudoScotland's website: www.JudoScotland.com, or by contacting Freda McNulty at: finance@judoscotland.com.

Closing Date and Interviews

Closing date for applications is 1200 hours on **Thursday 23 February 2012**, with interviews scheduled for Friday 9 March 2012.

Equal Opportunities

JudoScotland is fully committed to the principles of equity and equal opportunities and is responsible for ensuring that no member, employee, or job applicant receives less favourable treatment on the grounds of age, gender, disability, race, ethnic origin, nationality, colour, parental or marital status, pregnancy, religious belief, class or social background, sexual preference or political belief.

Support

This position is supported by sportscotland, the national agency for sport.