

JudoScotland Job Description

Post: Events and Communications Assistant (p/t)

Responsible to: Events and Communications Executive

Ref. ECA/2011



Main Purpose of Job

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 JudoScotland (JS) portfolio. The role 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).

Responsible for:

1. Assisting the Events and Communications Executive (ECE) with the exceptional co-ordination, administration and delivery of a variety of successful, well branded events across the JS portfolio;
2. The effective delivery of an effective events and communication strategy for JS;
3. The effective delivery of the brand of JS to existing and new members, partners, supporters, suppliers, stakeholders and sponsors;
4. To provide project assistance to the ECE.

Specific Responsibilities and Personal Duties

Administration and Corporate Governance

- To assist with the effective co-ordination, administration and delivery of events across the business of JS to include, but not limited to: competitions; gradings, education and training events, conferences, dinners and awards ceremonies;
- To include the drafting and co-ordinating of invitations, the organisation of catering, sourcing / distributing display materials, stage management and ensuring that all activities are undertaken to corporate guidelines;
- To assist with the production and distribution of a range of communication vehicles, encompassing: print/electronic / mail outs / website and other communication avenues;
- The maintenance of the JS social media communication avenues, including (though not exclusively): website, Facebook and Twitter.

Finance

- To implement allocated budget(s) as agreed with the ECE;
- To adhere to the JS financial procedures manual.

Planning & Management

- To plan and implement their work programme with regard to the main functions of the role as outlined above in negotiation with the ECE;
- As part of a corporate-working approach, the successful candidate will be expected to contribute across all areas of the JS corporate plan as required;
- To attend all JS major events;
- To contribute to, and/or staff other JS event(s) as and when required.

Partnerships

Responsible for servicing both current and new partnerships including, though not exclusively:

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| Sport-Specific Partners: | Member clubs; individual members; athletes; sportscotland ; sportscotland institute of sport network. |
| Generic Partners: | JS suppliers, Scottish media; contractors and stakeholders; other Scottish Governing Body (SGB) staff. |

Communications

Effective communication and professional interaction with, though not exclusively: JudoScotland professional staff members; JudoScotland Board of Directors; volunteers; member clubs; sportscotland.

Contract Terms

This position is offered on an initial one year, part-time basis extending to twenty hours (20) per week, subject to the continued funding for this post from the national sports agency, **sportscotland**.

Remuneration and Benefits

Remuneration will be on the scale £14,000 to £19,382 (pro-rata). Placement on this scale will be dependent upon qualifications, demonstrable skills and relevant experience.

Applications

Applicants are asked to submit via post:

- **Two copies** of their Curriculum Vitae;
- A covering letter outlining their skills, personal qualities and experiences against the responsibilities and duties of the advertised role.

These should be forwarded **under confidential cover** to: Recruitment (ECA). JudoScotland, EICA: Ratho, South Platt Hill, Newbridge, Edinburgh, EH28 8AA.

Please note that no email applications will be accepted.

Closing Date

The closing date for applications will be 1200 hours on 23 February 2012.

Please note that applicants being short-listed for interview will be contacted by 29 February 2012. If we have not contacted you by this date, regrettably you have not been short-listed on this occasion and JudoScotland would like to thank you for your time and interest in the advertised position.

Interview Process

Interviews will be held on Friday 9 March 2012.

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The person specification is a picture of the skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will be used in the short listing and interview process.

Experience, Knowledge and Skills

Essential:

- Educated to a minimum of HND level (or equivalent) in a relevant discipline;
- Highly competent in Microsoft software systems, to include, though not exclusively: MS Word; MS Outlook; and MS Excel;
- Demonstrable experience of event / project management;
- Experience of working as part of a cohesive team;
- Demonstrable experience of budget management;
- Demonstrable ability to engage partners and build strong, long term relationships.

Desirable:

- A vocational qualification in event management;
- Experience of national/international event organisation;
- Experience of working within the sports or volunteer sector;
- Knowledge and/or experience of the voluntary / not-for-profit sector;
- Experience of working within a similar sport-oriented organisation;
- Knowledge and/or experience of judo-specific event organisation.
- Current and valid first aid or basic life support qualification from a recognised organisation.

Personal Qualities

- A dynamic self-starter, energetic and enthusiastic;
- Good communication and facilitation skills;
- Flexible, adaptable and well organised;
- Good forward planner;
- Ability to work both alone and as part of a team;
- A demonstrable commitment to continuing professional development.

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.