



JudoScotland

Business Support Team

Candidate Pack



An Introduction to JudoScotland

As the sportsotland-recognised national governing body for the Olympic sport of Judo, JudoScotland (JS) represents its growing individual membership, member clubs, coaches and hundreds of qualified, enthusiastic and committed volunteers delivering judo across Scotland.

We believe that the Olympic sport of Judo has the potential to have a major impact on the lives of the Scottish population. Our sport has an inherent ability to engender respect for others, a sense of fair-play, develops a personal confidence and self-discipline within its participants, along with the obvious potential for an improvement in physical fitness.

Employment Overview

Delivery Team:	Business Support	Reports to:	Lead Executive, Business Support
Budget Responsibility:	Not Applicable	Direct Reports:	Not Applicable
Employment Terms:	12 month contract	Salary banding:	£16,000 - £19,999
Hours of Work:	37.5 Hours per week	Holiday Entitlement:	27 days per year and 6.5 public holidays (Pro rata)
Location:	JudoScotland, South Platt Hill, Ratho, Newbridge, EH28 8AA		

Business Support Team

Following the Glasgow 2014 Commonwealth Games and the commencement of a new strategic plan, JudoScotland realigned its existing delivery functions under four business teams: Leadership and Governance; Business Delivery; Performance Development; and Business Support;

The role of Business Support Team Member sits within the Business Support Team, which provides support across the business, including: membership services; communications; marketing; finance; and performance administration support. The team is headed up by Freda McNulty, Lead Executive.

Primary Job Purpose

Working through the Lead Executive (LE), Business Support Team (BST) and working closely with other staff across the JudoScotland (JS) teams, you will provide a co-ordinated, integrated administrative support service for the JS membership (both existing and potential) and activities undertaken by the Business Delivery Team. This will include (though not exclusively) effective delivery of: front line customer/membership services; financial processing; business monitoring; and other generic administrative support services. You will work closely with the Business Delivery Team to support the delivery of strategies and campaigns to be delivered across the JS club development, people development, membership event and performance development areas.

Specific Job Responsibilities

Business Support

1. To assist the Lead Executive (LE), Business Support Team (BST) in providing an integrated administrative support function across JS;
2. To provide exceptional organisation and administration and daily oversight of the JS membership and grading functions, including the JS database;
3. To provide an exceptional first-line telephone answering/enquiry service on behalf of JS;
4. To provide a warm, welcoming and professional reception area for clients, customers, partners and other visitors;
5. To maintain the JS reception area and meeting room/training suite(s) to the highest of standards;

6. To assist the LE in implementing appropriate monitoring systems across the Business Support, Business Delivery and Performance Development Teams;
7. To produce regular performance reports for Business Support activity as appropriate;
8. To undertake other activity as directed by the Lead Executive or Chief Executive Officer.

General Responsibilities

Finance

1. To adhere to the JS financial procedures manual;
2. To maintain financial records in accordance with the JS's financial policies and procedures.

General, Administration and Corporate Governance

3. To promote a positive image of JS in all dealings with internal and external contacts;
4. To maximise the resources of JS at all times;
5. To protect confidential information and adhere to the policies, procedures and processes of JS;
6. To uphold the core values of and positively promote JS as the national governing body for Judo-in-Scotland at all times;
7. To operate within the JS Equal Opportunities policies and strive to achieve any required equality targets;
8. To contribute to, and/or staff JS event(s) where required;
9. To be willing to work outside normal office hours including weekends and evenings as and when required in order to meet the requirements of the job;
10. To conduct other appropriate duties across the organisation as requested by the Lead Executive, Business Support Team or Chief Executive Officer.

Education and Qualifications

Education and Qualifications	Essential	Desirable	Method of Assessment
Educated to HNC / HND level (or equivalent) in a relevant discipline	✓		Application

Knowledge, Skills and Experience

Knowledge Skills and Experience	Essential	Desirable	Method of Assessment
A minimum of two years' work experience, ideally operating within an administrative role.	✓		Application and Interview
A high level of computer literacy/information technology (IT) skills, to include a comprehensive, demonstrable understanding of Microsoft Office and other software packages.	✓		Application and Interview
Demonstrable experience of having worked in a customer-focussed role	✓		Application and Interview
Experience of working as part of a cohesive team	✓		Application and Interview
Experience of working with volunteers		✓	Application and Interview

Knowledge and/or experience of the voluntary / not-for-profit sector.	✓	Application and Interview
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Personal Attributes

Personal Attributes	Essential	Desirable	Method of Assessment
Excellent oral and written communication skills	✓		Application and Interview
A positive attitude towards making changes where necessary to improve efficiency and performance	✓		Interview
A willingness to work flexibly to meet the requirements of the role	✓		Interview
A willingness to undertake additional duties aligned to the role and/or across the organisation	✓		Application and Interview
Willing to work evenings and weekends	✓		Application and Interview
To hold a full driving license		✓	Application

Location

JudoScotland has its headquarters located within the Edinburgh International Climbing Area (EICA) complex, South Platt Hill, Ratho, Newbridge, EH28 8AA.

The role will be based at the JudoScotland office, although it will involve occasional travel across Scotland and potentially further afield.

How to Apply

Contract Terms

1. The post will be offered on a twelve month contract basis and will be subject to the continued investment from the national sports agency, **sportscotland**.

Remuneration and Benefits

2. Point of salary commencement will be toward the start of the relevant scale and will be dependent on qualifications, demonstrable skills and relevant experience.
3. In conjunction with government legislation, JS are required to automatically enrol all qualifying staff members into a qualifying pension arrangement and to make employer contributions to that pension. Further details of this will be supplied to the successful candidate.

Applications

4. Applicants are asked to submit a copy of their curriculum vitae and a covering letter outlining their reason(s) for applying for the post.
5. Please note previous applicants need not apply.
6. These should be forwarded **under confidential cover** either via:
 - a. Email to: info@judoscotland.com, with the email subject: "BST Recruitment" or;
 - b. Post to: "BST Recruitment", JudoScotland, South Platt Hill, Ratho, Newbridge, Edinburgh, EH28 8AA.
7. The closing date for applications will be 1200 hours on Friday 15 June 2018.

8. Please note that applicants being short-listed for interview will be contacted by 1200 hours on Friday 22 June 2018. 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.
9. Interviews will be held during the week beginning Monday 2 July 2018.

Equality Monitoring

10. JudoScotland is committed to selecting staff solely on the basis of their ability to do the job for which they are being recruited and not discriminated against on the grounds of age, disability, gender reassignment, marriage and civil partnership, race, religion or belief, sex and sexual orientation, class or social background or parental status. Please help us monitor the implementation of this policy by downloading, completing and returning the equality monitoring form available on our website (www.JudoScotland.com).
11. Your answers will be kept strictly confidential and are used for monitoring purposes only. Once received, this form will be detached from your application and will be treated as anonymous. It will not be seen by the panel which shortlists or interviews for the job. Thank you in advance for your cooperation.

For Further Information

For an informal, confidential discussion about the role please contact:

Freda McNulty, Lead Executive
t: 0131 333 2981 (office)
e: fredamcnulty@judoscotland.com