



*A new job opportunity as:*

**CHIEF CLERK**

**TO**

**HQ ARMY SPORT CONTROL BOARD**

**Salary: £26,100**

**Civil Service E1 Grade Equivalent**

Applications are invited for the full time post of Chief Clerk to the HQ Army Sport Control Board. The Chief Clerk is responsible for the day to day management of the hub of HQ Army Sport Control Board (HQ ASCB) and, in particular, the central Main Office. This includes meeting the daily needs of the ASCB staff in Fox Lines, managing and maintaining the central filing system, mail distribution and receipt, IT requirements, office facilities and distribution and contact lists. Additional tasks include responsibility for HQ ASCB IT and Communications, Information Management and Control, the co-ordination of business between the ASCB and Army Sports Associations and Unions and liaison and coordination with other parties and organisations within Fox Lines (including HQ Army School of PT and the Fox Lines MPGS/Gate Guard).

Previous and proven office management/administrative experience is required; experience and knowledge of Microsoft Office (Word, Excel, Access, PowerPoint, Publisher); experience of websites including maintenance, updating, and development (ACMS certification desirable). The incumbent will have excellent organisational skills; be attentive to detail, articulate, with an excellent command of English language both written and verbal; possess strong interpersonal skills; be numerate, responsible and flexible; be dependable, highly committed and prepared to use initiative; have an interest in sport is essential; must be a team player.

In return, we offer excellent working conditions, a friendly and lively working environment, a generous leave entitlement, access to excellent sports facilities and even free car parking! Although employed as a Crown Servant, the post is bi-analogous to the Civil Service and commands the same salary grading, plus participation in the Civil Service pension scheme.

CV's to: [jgoodliff@ascb.uk.com](mailto:jgoodliff@ascb.uk.com)

**Closing Date: 30<sup>th</sup> November 2018**

**Interview: 5<sup>th</sup> December 2018**