**ASCB**

**JOB DESCRIPTION**

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| **Title:**  | **Data Input Clerk and Administration Officer (AO)**  |
| **Reporting to:**  | **Sport Secretary**  |
| **Location:**  | **Army Sport Control Board (ASCB) Fox Lines, Aldershot**  |

***Job Purpose Summary:***

***To provide administrative and clerical support to the Secretary and, as directed, the relevant sport Boards and Committees. To assist with the organisation of all fixtures and events and any other duties as directed by the Secretary or Director/Chief of Staff ASCB.***

# Key Duties and Responsibilities

## Administrative

1. Organise, administer and supervise various Executive and Annual General Meetings for the sport(s) Board and Committee. This to include catering arrangements as necessary. Produce, distribute and file the minutes of these meetings.

1. Produce and distribute fixture details, liaising with other sports to minimise clashes over major sporting events. Organise and prepare for all major tournaments including facilities booking (including catering where necessary), tournament documentation,the production of and compliance with the safety management plan and relevant risk assessments and, if required, recruiting volunteer staff to ensure the smooth running of the event. Formally record and publicise (through the website and to HQ ASCB Chief Clerk and Social Media) all results, maintaining a robust results database.

1. Supervise the allocation of sport(s) funds, managed by the ASCB Central Fund, by the production of Receipt and Payment vouchers to ensure your sport(s) are fully supported financially.

1. Maintain a stock register for incoming and outgoing equipment and clothing.

## Clerical

1. Maintain and distribute an up to date directory of addresses, telephone numbers and email addresses for all apointment holders in your sport(s), as appointments are constantly changing, and record all entries.

1. Maintain a weekly/monthly diary for the office, in particular the Secretary’s diary.

1. Maintain an efficient filing system for your sport(s). Collect and distribute daily mail, actioning what can be dealt with at AO level. Monitor the email system and reply where necessary.

1. Deal with telephone enquiries in a polite manner and assist with any queries that may occur. Record any information that needs to be brought to the Secretary’s attention once in office.

## As Deputy to the Secretary

1. In the Secretary’s absence make appropriate decisions on behalf of the Secretary and maintain a log of these decisions and messages that require an answer by the Secretary.

1. Attend ASCB staff meetings as required and deputise for the Secretary when required. Attend and assist at key events.

## Data Input and Data Management

11. The post is the data manager and is thus required to input, manipulate and store data on memebrships, fixtures and results, for the purposes of licensing, registration, certification and assurance.

*(The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform mutually agreed job-related tasks other than those specifically presented in this description, including taking an alternative or additional sport. You may be required to take on additional or different sports)*

## Job Requirements: (Educational qualifications, knowledge, skills and abilities)

*They must possess sound IT knowledge and experience of the Microsoft Office Suite, particularly a sound and proven competence and experience in data management and the use of data management systems to record and manage entries, results and critical information. They must possess strong communication skills and have a clear and precise understanding of the English language together with strong numeracy skills.*

*They must be dependable, polite, reliable and smart, able to prioritise workloads and to meet tight deadlines. Able to work individually and within a team, have good inter-personal, with proven administrative and organisational skills. Knowledge of the Army is desirable but not essential. Proven experience in organising and running sport is essential. A full driving licence is required. They must be physically fit in order to facilitate receiving/moving goods and equipment and running sporting events.The ability to be flexible is essential as there will be occasions to work out of hours, evenings and/or weekends.*

## Authorised and Approved by DASCB DATE: 06/02/2018