



## **Administrative Officer (AO)**

**Civil Service E1 Grade Equivalent**

**£25,108.00 per annum**

Applications are invited for the full time post of Administration Officer. The incumbent will be responsible for providing administrative and clerical support to a Sport Secretary and, as directed, the relevant sports 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 Army Sport Control Board (ASCB) Aldershot.

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

The incumbent should 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 interpersonal, 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. The ability to be flexible is essential as there will be occasions to work out of hours, evenings and/or weekends.

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 civilian the post is bi-analogous to the Civil Service and commands the same salary grading, plus participation in the mirrored Civil Service pension scheme.

**Applications are required in the first instance:** [jgoodliff@ascb.uk.com](mailto:jgoodliff@ascb.uk.com) closing date 26<sup>th</sup> May 2021

**Start Date – Required by Mid-June.**