

# Role Description

<b>Role Title:</b>	TASS Administrator
<b>Salary Scale:</b>	Grade 3 (£19,027 - £21,263)
<b>Hours of Work:</b>	37 hours per week, but flexible working expected
<b>Contract Status:</b>	Fixed term to August 2020
<b>Work Area:</b>	National (England)
<b>Office Base:</b>	TASS National Office, Newcastle upon Tyne.
<b>Responsible to:</b>	Operations Lead
<b>How to apply:</b>	Please send a covering letter and CV to <a href="mailto:opportunities@tass.gov.uk">opportunities@tass.gov.uk</a>
<b>Closing date:</b>	1 <sup>st</sup> March 2018
<b>Interview date:</b>	13 <sup>th</sup> March 2018

## Role Summary

The post holder will enable TASS to provide services across a range of areas to athletes, staff and partner organisations.

- Providing general administration support to the TASS staff team to ensure the smooth running of the TASS National Office on a day-to-day basis.

## Key Responsibilities, Main Tasks and Activities

1. Provide day to day general administrative support to the TASS staff team.
2. Act as the first point of contact for general enquiries to the TASS National Office.
3. Deliver a friendly, first class customer service to telephone/electronic enquiries.
4. Assist with the development and implementation of procedures/office administrative systems.
5. Provide information and/or signposting to a wide range of people including athletes, parents, media, NGBs, FE and HE staff, TASS staff and external partners and sponsors.
6. Assist the Communications Lead with the creation of content for various social media platforms also the TASS website and athlete communications.
7. Maintain accurate and confidential records, including staff and finance information, also course registration and recording whilst ensuring compliance with data protection legislation.
8. Use appropriate technology to support the Scheme - word processing, data entry, spread sheet and email communications.
9. Assist in the coordination and audit of TASS projects.
10. Provide support on logistics and planning for TASS activity/events.
11. Where appropriate represent TASS at meetings and events incl. recording minutes
12. Assist with the management of athlete records on the TASS Portal database.
13. Undertake any other reasonable duties for the National Director and Operations Lead.
14. Deliver all work in accordance with Northumbria University/TASS policies and practices.

**This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of the changing needs of the organisation.**



# Person Specification

E/D

## Specific Knowledge

Knowledge of administrative systems and processes	E
Basic knowledge of the organisation of sport in England including funding agencies – UK Sport, Sport England	D

## Skills and Abilities

Excellent written and spoken communication skills	E
Excellent numerical skills	E
Excellent organisational and administrative skills	E
Able to work effectively with partner organisations	E
Able to appreciate and understand of the need for confidentiality at all times	E
Ability to plan and prioritise own defined work activities, responding to the team's requirements, in addition to own responsibilities.	E
Ability to work as part of a dynamic team	E
Able to use PC in Windows environment (Microsoft software)	E
Able to carry out web-based information searches	E
Ability to work effectively when alone and unsupervised	D

## Experience

Experience of carrying out administrative tasks to a satisfactory level	E
Experience in a customer facing role	E
Experience of basic data analysis and working with spreadsheets	E
Experience of working/liasing with external partners & organisations	D
Experience of input on social media platforms – including website, twitter, Facebook	D
Experience of assisting in planning and delivering projects	D
Experience of working within an FE/HE sporting environment	D

## Education/Training

Minimum GCSE Grade C (or equivalent in Maths and English and/or work experience relevant to the post)	E
On-going commitment to personal development	E

## Other Requirements

Able to travel to occasional events within the UK	E
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### Legend:

**E= Essential**

**D = Desirable**