

JOB DESCRIPTION – SUPPORT OFFICER

Job Summary:

Job Title:	UK Deaf Sport Support Officer
Salary Range:	£21,000 - £23,000 per annum (pro rata) <i>(depending on experience)</i>
Hours of work:	15 hours per week
Department:	Leadership
Location:	London/South East Region - Home based with occasional travel
Responsible to:	Executive Director
Contractual status:	Fixed term contract to 31 st August 2020
Start date:	As soon as possible
Application deadline	23:59pm on Monday 9th December 2019

Main purpose:

1. To provide support to the Executive Director and Chair on a range of administrative tasks as and when required.
2. To provide support for UK Deaf Sport AGM
3. To provide support and manage the organisation admin and information mailbox
4. To provide secretariat and all administrative support to the Leadership oversight Group and Senior Leadership Team.

This role will be expected to work effectively with the UK Deaf Sport Board, staff members and volunteers and UK Deaf Sport members.

Duties and Responsibilities:

1. Assume responsibility for replying and ensure that all enquiries that are sent through admin@ and info@ mailbox are dealt with promptly.
2. Work with and support the General Secretary to resolve all international matters as and when they arise
3. Draft other correspondence as necessary on behalf of the Executive Director and Chair for approval and distribution.
4. Coordinate the scheduling of UK Deaf Sport Board meetings and also subgroups (leadership/participation and performance).

5. Prepare information and support documentation for all UK Deaf Sport Board meetings and any Board subgroup meetings, ensuring follow up actions are completed in a timely manner.
6. Establish and maintain an effective paper and electronic filing system online for the Chair and Executive Director.
7. When needed organise all the Executive Director and Chair's travel, hotel and entertainment arrangements.
8. Complete all Executive Director and Chair's expenses online on a monthly basis.
9. Ensure that all Directors' expenses are signed off and submitted within the timeframe given.
10. Complete research and prepare presentations for the Executive Director where required.
11. Project manage any specific projects approved by the Executive Director on an on-going basis.
12. Undertake any other duties as may be required from time to time as are consistent with the responsibilities of the post and the needs of the UK Deaf Sport.

Accountabilities

The job holder is accountable for:

1. The efficient operation and delivery of an effective and credible support service to agreed performance targets standards.
2. The delivery of a programme of specific projects to agreed the standards and deadlines.

PERSON SPECIFICATION – UK Deaf Sport Support Officer

Applicants for this position should be able to satisfy the following criteria:

Essential experience & knowledge

1. Proven PA/Secretarial experience at a similar level.
2. Experience of developing, implementing and managing administrative processes and procedures.
3. Experience of dealing with and replying to routine correspondence.
4. Experience of self-managing numerous projects
5. Knowledge and understanding of the Sport and Education landscape.

Essential skills & abilities

1. Self-reliant, pro-active, able to plan ahead, take responsibility for areas of work and display initiative in solving problems.
2. A strong desire to excel at whatever task is at hand, seeking always to achieve high levels of competency, customer service and quality standards.
3. Ability to work accurately under pressure and use own initiative to identify and manage own workload and keep to deadlines.
4. Strong organisational skills, with a keen eye for detail.
5. Excellent project management skills.
6. Self-motivated with the ability to think on your feet together with the aptitude to work under minimal supervision in the absence of the Executive Director or Chair.
7. A high level of competency of Microsoft Office (including Word, Excel, PowerPoint and Outlook).
8. Able to communicate in a concise, positive and confident manner to people at all levels.
9. A good telephone manner and able to handle enquiries and take accurate, clear and legible messages.
10. Ability to maintain absolute confidentiality.
11. Excellent written and verbal communication skills.
12. Smart and professional appearance and manner.

Desirable experience and knowledge:

1. Experience of being a homeworker.
2. Experience of working in a sport and physical activity organisation.
3. Experience of working with and supporting the deaf community
4. Knowledge of BSL or willingness to learn.