

<b>Index</b>	<b>333/SA/SAC</b>
<b>Post Title</b>	<b>Support Assistant (Sport and Active Communities)</b>
<b>Division</b>	<b>Sport and Active Communities</b>
<b>Section</b>	<b>Various</b>
<b>Location</b>	<b>Company HQ</b>

<b>Responsible to</b>	<b>Active Schools &amp; EDI Manager / Community Sport Manager / Healthy Communities Manager</b>
<b>Responsible for</b>	<b>None</b>

### **Job Purpose**

- 1 To provide administrative support to the allocated project(s) or section(s) and colleagues within the Sport and Active Communities Department.

### **General Responsibilities**

- 2 Ensure the effective management and utilisation of the financial resources, in line with the Company's financial regulations.
- 3 Be aware of and committed to the equal opportunities principles and practices of the company.
- 4 Employees are responsible for the implementation of the Health and Safety Policy in so far as it affects them, their colleagues and others who may be affected by their work. The post holder is also expected to monitor the effectiveness of the Health and Safety arrangements to ensure these are implemented and developed as necessary.

### **Role Specific Responsibilities**

- 5 To provide the highest standard of customer care when providing information, supporting or engaging with customers, partners and other stakeholders.
- 6 To provide effective administrative support for the Sport and Active Communities Department, including preparing and processing purchase orders for goods and services, completing financial processes, preparing reports, managing team / shared email accounts and updating databases.
- 7 To support the administrative elements of volunteer recruitment for Sport and Active Communities Department to ensure all safeguarding policies and procedures are met.
- 8 To assist in the collation of data and production of reports analysing statistical information and performance of the work of the Sport and Active Communities Department.
- 9 To provide secretarial support, including preparing agendas, taking minutes, booking venues and sending invites, for meetings with internal staff and partners.
- 10 To assist in promoting the awareness of the benefits of sport and physical activity and the work of the Sport and Active Communities Department and Sport Aberdeen.
- 11 To support and attend, when required, events and activities organised by the Sport and Active Communities Department, and across the wider Company.

## Methods of Working Expectations

The post holder will be expected to:

- 12 Adopt a participative and collaborative style of working, underpinned by strong interpersonal skills that ensure effective team work with partner's stakeholders and colleagues.
- 13 Be expected to exhibit the highest standards of professional behaviour, creating effective working relationships with the voluntary sector based on mutual trust and respect.
- 14 Use appropriate management information systems, maintain confidentiality and observe data protection guidelines.
- 15 Work with information technology and associated systems, and where appropriate, existing technology arrangements and consultative procedures will be applied in accordance with Company policies.
- 16 Undertake appropriate training associated with the duties of the post.

## General Conditions

- 17 The full-time working week is 37 hours. A flexible approach to working is required [time off in lieu (T.O.I.L) system is in operation].

Your hours of work may be carried out in line with a shift pattern in operation for the establishment to which you are allocated and may include early morning, evening, night and week-end work. The detail of the shift rota and your working pattern will be supplied to your line manager.

- 18 A car mileage user allowance is payable [if using your vehicle for work purposes you must have insurance for business use].
- 19 The Company operates a no-smoking policy.
- 20 The job description is a representative document. The duties of the post can be varied provided they remain commensurate with the level of responsibility.

<b>Prepared by</b>	Graeme Dale - Head of Sport & Active Communities	October 2022
<b>Approved by</b>	Nickie Scorgie - Head of Human Resources & Organisational Development	October 2022
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