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Post Title	Support Assistant (Sport and Active Communities)
Division	Sport and Active Communities
Section	Various
Location	Company HQ

* Candidate's suitability will be measured by assessment in the following ways:

A – Application: **I** – Interview: **R** – References: **X** - Interview Exercise(s)

		Essential	Desirable	Assessment
Experience				
1	Working in an administrative role in an office environment	X		A I
2	Working in a customer service environment		X	A I
3	Working with software packages such as Microsoft Office, Outlook etc.	X		A I
Knowledge				
4	Analysing and presenting data	X		A I
5	A clear understanding of the benefits that physical activity and sport can bring to all	X		A
6	Producing reports	X		A I
7	An understanding and commitment to equality, diversity and inclusion		X	A I
8	Demonstrate knowledge and understanding of the aims of the Sport and Active Communities Department		X	A I
Skills and Abilities				
9	Good communication skills in all formats		X	I R
10	Effective team worker	X		I R
11	Self-motivated	X		I R
12	Organisational Skills	X		A I
13	Minute Taking		X	A I
14	Administrative Skills	X		A I
15	Ability to meet deadlines		X	A I
Attributes				
16	Enthusiastic with a positive (can-do) attitude	X		I R
17	Confident		X	I R
18	Adaptable		X	I R
19	Customer focused	X		A I
Qualifications and Training				
20	HND Level in a Business Administration (or similar subject) or equivalent experience	X		A
21	Ongoing CPD		X	A I

22	Willingness to undertake training/accreditation required for job role	X	I
Other			
23	The job may involve some evening and occasional weekend working	X	A I

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