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**Job Description: Administration & Marketing Officer (6 months contract)**

The Guernsey Sports Commission is currently looking for an organised and friendly Administration & Marketing Officer. This position plays an integral role in the customer service and organisational strength of our charity. The Administration & Marketing Officer will provide administrative support, deal with enquiries and manage the office. Qualified candidates will have a friendly demeanour, great communication skills and be happy to work as part of a team.

**Job Title:** Administration & Marketing Officer

**Contract:** Maternity Cover – 6 months contract

**Hours of Duty:** Full Time (36 hours per week). *As the main public contact of the Guernsey Sports Commission it is important to be available during normal office hours, though some flexibility may be possible.*

**Duties and Responsibilities:**

* Providing Administration Support to the Sports Commission Team
* Managing bookings
* Managing enquiries from the public.
* Office Management
* Taking Minutes
* Managing the Guernsey Sports Commission website & social media platforms

**Other Duties and Responsibilities:**

* Support the Guernsey Sports Commission’s team in running events.

**Requirements**

We are looking for someone with experience of working in an office, who is organised and happy managing their own workload. This person must be friendly, helpful and outgoing, as a big part of the role is being the main point of contact for the Guernsey Sports Commission. The Guernsey Sports Commission is a charity that does a lot of work in the local community with small team of staff, so a willingness to get stuck in where needed and ability to work as part of a team is a must. A knowledge and understanding of sport would be preferred, but failing this a willingness to learn is needed.

Due to the nature of this post, and if your application is successful, you may be required to undergo a Full Police Check. All disclosures of a criminal background will be treated with the strictest confidence and checks will only be made in connection with your application for this post and for no other purpose. However, disclosure of a criminal record will not necessarily debar you from employment in this post - this will depend on the nature of the offence/s and the circumstances surrounding it/them.

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|  | Essential | Desirable |
| **EXPERIENCE AND KNOWLEDGE** |  |  |
| Experience working in an office setting | **🗸** |  |
| Proven experience of working as part of a team | **🗸** |  |
| Educated to A level standard or above |  | **🗸** |
| Experience and knowledge of sports |  | **🗸** |
|  |  |  |
| **SKILLS** |  |  |
| Excellent written and verbal communication skills | **🗸** |  |
| Highly organised and flexible | **🗸** |  |
| IT Literate | **🗸** |  |
| Administrative ability | **🗸** |  |
| Customer-service oriented | **🗸** |  |
| Work effectively in a team | **🗸** |  |
|  |  |  |
| **OTHER REQUIREMENTS** |  |  |
| Willingness to work occasional unsocial hours, including evenings and weekends | **🗸** |  |
| Willingness to do routine tasks | **🗸** |  |
| Ability to think 'outside the box' |  | **🗸** |
| Current driving licence |  | **🗸** |