



Job Description

Job Title: Administration and Marketing Officer

Hours of Duties: Between 30 and 36 hours per week full-time (happy to consider flexible hours for the right candidate), 25 days annual leave and contributory pension

Purpose of the Post

Manage the office and provide administrative support to aid the efficient and effective operation of the Guernsey Sports Commission and assist the Director of Communications with general marketing and promotion of events and activities.

Important Relationships

- Members of the Sports Commission Senior Management Team
- PE & Sport Development Officers, particularly the member of staff responsible for the On Your Marks holiday programme
- Sport Specific Development Officers and coaches
- Other Development Coaches and Officers
- The GSC's Training & Development team
- Other professionals working in school settings or supporting children and young people
- Parents and members of the wider community

Duties and Responsibilities

- Provide administrative support to members of the Sports Commission team
- Be the first point of contact for telephone, email and in-person enquiries
- Manage the booking and payment process for the On Your Marks holiday programme
- Manage the booking and payment process for training courses and workshops, including liaison with 1st4Sport/UK Coaching
- Create and manage a small number of invoices
- Assist the Director of Communications where necessary to update the website and create, publish and share social media content
- Keep the office neat and tidy and well stocked
- Any other general administration tasks as required

Skills and Experience

- Good IT skills including knowledge of Word and Excel
- Highly organised and flexible
- Self-starter and able to work with minimal supervision
- Good written and verbal communication skills

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 a small team of staff, so a willingness to get stuck in where needed and the 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 all that's required.

For more information or to submit an application.

Email: nicky.will@guernseysports.com

Address: Guernsey Sports Commission, The Coach House, Beau Sejour, Amherst, Guernsey, GY1 2DL