



# Scottish Sub-Aqua Club

## Job Description: Administrator

### Scottish Sub-Aqua Club Overview

- Founded in 1953, the Scottish Sub-Aqua Club (SSAC) is the governing body for diving in Scotland and officially recognised by **sportscotland**.
- SSAC is an amateur organisation, with around 1500 members throughout Scotland, northern England and Ireland. SSAC has almost 70 branches in which training and diving takes place.
- SSAC is run by the Board and supported by the National Diving Council and Regional Coaches. Members on these committees are volunteers.
- In addition to our volunteers, our Headquarters staff supports the administrative function of the organisation, including membership processing, mailing, handling queries, organising events and courses.
- Further information is available from [www.scotsac.com](http://www.scotsac.com)

### Main Purpose of the Job:

This post is a part time Administrator role based at SSAC Headquarters, Bogmoor Place, Glasgow.

### Responsible to:

Chairperson of the Board, Scottish Sub-Aqua Club.

### Responsible for:

- Membership database management and handling of information
- Correspondence and communications with the Club Committees and Members
- Processing of membership applications and receipts
- Management of SSAC requisites.
- All aspects of general office administration

## Candidate Specification

A comprehensive candidate specification is detailed below.

Factor	Essential	Desirable
<b>Skills &amp; Experience</b>	<ul style="list-style-type: none"><li>• Demonstrable IT skills including Microsoft Office suite.</li><li>• Excellent interpersonal and communication skills.</li><li>• Sound organisational and planning skills.</li><li>• Proven oral and written communication skills.</li><li>• An ability to interface with professional and volunteer staff.</li><li>• Experience of book keeping and accounts</li></ul>	<ul style="list-style-type: none"><li>• An ability to interface with professional and volunteer staff. Demonstrable influencing and negotiating skills.</li><li>• Experience of using SAGE accounting software.</li></ul>
<b>Disposition and Personal Qualities</b>	<ul style="list-style-type: none"><li>• Ability to work as part of a team and liaise with other staff to meet operational requirements.</li><li>• Ability to work independently and manage workload to meet operational requirements.</li><li>• Ability to demonstrate confidence, empathy, enthusiasm and initiative.</li></ul>	<ul style="list-style-type: none"><li>• Versatility and creativity.</li><li>• Sense of humour.</li></ul>

## Conditions of Appointment

### Place of Employment

The successful candidate will be employed at:

Scottish Sub-Aqua Club  
The Cockburn Centre  
40 Bogmoor Place  
Glasgow  
G51 4TQ

### Hours of Work

This post is a part time post of 21 hours over 3 days. Our current Administrator will work Monday, Wednesday and Friday. Your normal working hours will be Tuesday, Wednesday and Thursday: 0900 to 1700 hours with 1 hour unpaid lunch break. Scottish Sub-Aqua Club may occasionally, following consultation, alter your working arrangements to meet service requirements such as holiday cover.

## Pay

The hourly rate for this post is £7.50/hr (£13,650 pro-rata). Salaries are payable monthly in arrears.

The Scottish Sub-Aqua Club is an Equal Opportunities employer.

## Annual Leave and Public Holidays

The annual leave entitlement is 12 days to be taken by arrangement with the Chairman. The leave year will begin on the date of commencement of employment.

In addition to your annual leave allowance you will be entitled to pro rata public holidays.

## Probation, Confirmation and Notice

The appointment will be confirmed after the satisfactory completion of a probationary period of 6 months, during which employment is terminable by one week's written notice. Thereafter, the employment is terminable on either side by one month's written notice.

## Applications and Selection Interviews

Applications should be made on the attached form and returned with your CV to the following address under **Confidential** cover **not later than Wednesday 5<sup>th</sup> March 2008**:

Jack Morrison (Chairman)  
Scottish Sub-Aqua Club  
Cockburn Centre  
40 Bogmoor Place  
Glasgow  
G51 4TQ

Applications received after the closing date will not be considered.

The date for selection interviews is Wednesday 12<sup>th</sup> March 2008.