



SCOTTISH SQUASH SUPPORT OFFICER

Employer: Scottish Squash is the official governing body for the sports of squash and racketball in Scotland, recognised by **sportscotland** and the World Squash Federation. Scottish Squash is a company limited by guarantee, with an elected Management Board and six members of staff.

Role: Scottish Squash is seeking an enthusiastic individual with experience in administration, sports development and/or customer service as well as good attention to detail to support the requirements of a dynamic sporting business. The Scottish Squash Support Officer will be an important member of staff and will report directly to the Chief Operating Officer or Coach Education and Development Manager.

Hours: 9.30am – 4.30pm Monday – Friday (32.5 hours per week). The post will require occasional evening and weekend work with time off in lieu of payment being awarded.

Salary: The successful applicant will be paid at an hourly rate at least equivalent to minimum wage.

Accountability: The post will report to and be line managed by the Chief Operating Officer or Coach Education and Development Manager.

Eligibility: The post is being provided through the Government's Department for Work and Pensions 'Future Jobs Fund' programme as part of a partnership between the Scottish Council for Voluntary Organisations (SCVO), the Scottish Sports Association (SSA) and Scottish Squash. Therefore, as a Future Jobs Fund opportunity, this post is only open:

- To young people aged 18-24 on Jobseekers Allowance for nearly a year, or
- To long term claimants of out-of-work benefits living in an area of high unemployment, or
- To individuals referred by Jobcentre Plus to Scottish Squash.

Please note that all referrals must come via a Jobcentre Plus to ensure the above criteria are met. However, the Jobcentre Plus control who can be referred for Future Jobs Fund posts and may be able to offer referral to individuals who are registered as unemployed but do not fulfil all of the criteria above, for example if an individual is already volunteering in squash. This should be discussed with your Personal Advisor at the Jobcentre Plus who will also provide you with an application form. **Application forms can only be obtained through Jobcentre Plus.**

The person appointed should have/be:

- Qualifications, experience or demonstrated potential in sports development or customer services or experience in administration
- Good administration, written and verbal communication and interpersonal skills
- Good customer service skills
- Good organisational skills and good attention to detail
- Experience in using IT including a good working knowledge of Microsoft products
- Enthusiastic.

The post may also require the successful applicant to complete an Enhanced Disclosure Check.

Location: Caledonia House, 1 Redheughs Rigg, South Gyle, Edinburgh, EH12 9DQ

An information pack can be obtained from Scottish Squash's website or by calling the office via the number below (this information is also available in alternative formats and in larger text upon request):

Tel: 0131 317 7343
www.scottishsquash.org

Scottish Squash is a company limited by guarantee registered in Scotland.
Scottish Squash is an Equal Opportunities Employer and a non-smoking work place.

sportscotland