



Strathmore Community Rugby Trust

Inchmacoble, Forfar, Angus, DD8 1RL

Events and Administration Co-ordinator - Job Description

Job Title: Events and Administration Co-ordinator

Hours of Work: 21 hours per week (including some evenings and weekends).

Salary: £12,601 per annum (FTE £22,500)

Reports to: Community Trust Manager

Purpose & Scope:

Alongside the Community Trust Manager, deliver and organise Strathmore Community Rugby Trust's income generating activities, internal and external communication and administration of the Trust, enabling the Trust to achieve its strategic aims and vision of 'Developing People Through Rugby'.

Principal Duties & Responsibilities:

- Supporting the Community Trust Manager, take day-to-day responsibility for planning, organising, delivery and promotion of SCRT fundraising activities, including establishing new activities.
- Assisting with monitoring and evaluating the success of each activity in relation to quality, purpose and success in line with the SCRT's objectives.
- Helping to create, organise and deliver SCRT's communications content, including content for website and social media, ensuring updates are timely, accurate and appropriate.
- Helping to maintain SCRT's databases
- Working with the team to ensure compliance with relevant legislation and supporting the regular review of existing policies, procedures and working practice.
- Helping to ensure all elements of activation for sponsors are achieved.
- Ensuring the smooth administration of the Trust including recruitment processes, payroll and assisting with the generation and maintenance of financial records.
- Being responsible for organising and minuting the Board of Trustee meetings.
- Working effectively in a small and highly professional team.
- Undertaking any other reasonable duties as may be required.

Skills, Knowledge & Experience:

Essential:

- Experience of planning, organising, delivering, promoting, and evaluating events.
- Experience of business administration.
- Experience of generating and maintaining financial records and monitoring budgets.
- High standard of written and verbal communication skills with an understanding of how to communicate for different audiences.
- Excellent organisational skills with the ability to prioritise workloads and manage time efficiently, with a meticulous eye for detail.

Strathmore Community Rugby Trust
Registered Scottish Charity: SC047475

Email:- info@strathmoretrust.co.uk Website:- www.strathmoretrust.co.uk



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- Experience of using software packages and databases.
- Experience of using social media for promotional purposes.
- Experience of minute taking.
- Self-motivated and an excellent team player who enjoys being part of a small team and is able to work to their own initiative.
- Willingness to work flexibly, when and where necessary.

Desirable:

- Broad understanding of fundraising mechanisms, such as community fundraising.
- Experience of delivering events aimed at generating income for third sector organisations.
- Knowledge of the charity/third sector.
- An understanding of the additional considerations when working with children/vulnerable adults with disabilities and/or additional needs.
- Experience of using MS Office, WordPress, Mailchimp and monitoring and evaluating databases.
- Experience of servicing sponsor agreements.
- Experience using online registration and payment systems.
- Knowledge of rugby union and/or rugby league.

Qualifications:

Essential:

- An HND in relevant field or equivalent experience.
- Full driving license (with access to own vehicle for business purposes)