



# Midland Counties Athletic Association - Job Description

**Job Title: Office Manager**

**Location: Alexander Stadium, Birmingham**

## **JOB PURPOSE**

Responsible for the day to day running of the Midland Counties Athletic Association Office and any tasks directed by the Officers of the Association. This includes organisation of the office – including supervision of the paid staff and responsibility for provisioning of the Office in terms of stationery and other consumables,

## **RESOURCES MANAGEMENT**

**Management responsibility for:** Supervising and monitoring the work of the staff

**Reports to:** Association Hon. Secretary

**Budget Responsibility:** Managing office budgets

## **KEY RESPONSIBILITIES**

- Main Point of Contact within the Office
- Track and Field Entries – online and paper
- Creation of the Prospectus for track and field events each season
- Provision of information to Power of 10
- Event Booking/Organisation and where possible, to include providing assistance on the day of the Track and Field event. (Time taken off In Lieu)
- Provision of written Reports on Office activities to the Management Committee.
- To ensure Health & Safety is observed and to inform officers of any deficiencies; also ensure Office insurance is renewed and certificate displayed
- Ensure outgoing correspondence has been checked within the Office
- Maintaining Track & Field / Administration email inbox
- Oversee and direct the uploading of new information onto MCAA Website
- Oversee the updating of all relevant documentation
- Dealing with correspondence, complaints and queries
- preparing adhoc, letters, presentations and reports
- Supervising and monitoring the work of the staff
- Managing office budgets
- Liaising with staff, suppliers and clients
- Implementing and maintaining procedures/office administrative systems
- Delegating tasks to the staff
- Keeping personnel records

**MAIN JOB REQUIREMENTS AND PERSON SPECIFICATION**

**Education/Qualifications/Training:**

- GCSE English and Maths at grade C and above (or equivalent)
- Good IT skills including Outlook, Word, Publisher and Excel

**Specific Experience:**

**Required**

- Experience in a similar role in a busy environment.
- Experience working with databases to process information.
- Evidence of ability to work accurately under pressure

**Abilities/Skills/Knowledge:**

- Competent at taking meeting minutes
- Exceptional organisational, time management and communication skills
- Excellent interpersonal and customer service skills.
- Self-motivated
- Confidentiality and discretion
- Flexibility is required to cover other teams when required and occasional travel in the role
- Knowledge of athletics is desirable

**EMPLOYMENT BENEFITS**

**Salary Band:**

**Circa £20,000 per annum**

**Contractual Status:**

**Permanent** (following a 6 month probationary period)

**Annual Paid Holiday:**

25 days (of which 3 must be taken during the Christmas break due to stadium closure) plus 8 Statutory Bank Holidays

**Hours:**

35 hours per week. This role will require the post holder to work such hours as may be necessary for the proper performance of the duties of the role and specific hours cannot be determined. A flexible approach to work is required as evening and weekend working may be involved.

**Notice Period:**

**6 weeks**

**Other Benefits:**

- Membership of Company Personal Pension Plan with company contributions

**(Please note that no relocation assistance will be offered for this position).**