



## Area Administrator

### Role Description

#### Purpose

Midlands Hockey is looking for an experienced administrator to assist in managing our day to day administration. The ideal candidate for this position is a skilled multi-tasker, reliable and committed to consistently meeting deadlines. The successful candidate will require high levels of flexibility in how the role is delivered. Reporting to a Board Director.

#### Key Tasks of the Role

- Supporting the Directors, Management Committee and other Midlands Area committees when required with a variety of administrative tasks.
- Processing written information and distribution to key partners and stakeholders; specifically including administration for all Board and Management meetings.
- Setting up and maintaining a database of Midlands Area members including clubs, county associations and committee members.
- Requesting and distributing information to members.
- Signposting local, Area and national queries to the relevant committees.
- Ensuring content on the Midlands Area website is kept up to date.
- Supporting Directors and committee Chairs with research requests.
- Running reports from the database systems used.
- Attending events and meetings as required.
- Managing the storage of documents on the Midlands Area Teams filing system.
- Any other reasonable management requests.

#### Is this Role for you?

The ideal candidate will have excellent administration experience, including production of meeting minutes and a good working knowledge of Microsoft Office (including Word and Excel) and Microsoft Teams. You should have high standards with excellent attention to detail, demonstrating good numeracy and literacy levels. Being able to plan your own workload and meet deadlines will be essential. The candidate needs to be a team player, with the ability to build effective relationships, maintaining trust and confidence, working with a variety of members and committees. The candidate must be willing to work occasional unsocial hours and some knowledge of GDPR and Wordpress would be an advantage.

As this is a new role in a new organisation a desire to look for ways to improve the services to members and find new and better ways of doing things will be welcomed.

#### Remuneration

£3000 per annum + expenses (employment status subject to agreement ie self-employed or employee).

Provision of the above administration services can be provided flexibly, subject to being completed within agreed timescales. Payment will be made monthly at a rate of £250/month for the administration services provided. Reasonable expenses (agreed in advance) will also be paid.

Appointment is for an initial period of 6 months, after which it will be reviewed to ensure the provision of the services at the set rate and terms remains mutually satisfactory.