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1. JOB DETAILS:

Job Title:	Digital Administrator
Accountable to:	Business Support Manager
Location:	Working from our Glasgow office
Hours:	The job is 15 hours per week, worked across 3 days. This will be Tuesday, Wednesday and one other negotiable day.
Contract:	Two years fixed term initially, but with the potential to grow and develop the role further.
Salary:	£23,400 per annum pro rata
Entitlements:	The post holder will be entitled to 7 weeks annual leave per year which is inclusive of public holidays. They will also be automatically enrolled in our pension scheme. Other optional benefits include the Cycle to Work scheme and an employee store discount scheme.

2. JOB PURPOSE:

Working closely with the LEAP team, the post-holder will be expected to provide administration and digital platform support for the programme delivery, communications, and operational work of LEAP. Predominantly this will involve our website, GSuite, and CRM system, but will include many other online systems and packages. The role is varied and would suit someone with experience of office administration and using online data systems. The postholder will have the opportunity to contribute to a variety of projects and initiatives, and a willingness to collaborate and work closely with colleagues is essential. The post-holder will work from the base of the charity in Glasgow but may need to attend events elsewhere from time to time.

3. AREAS OF WORK

Specific tasks include:

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- supporting the LEAP team with implementation of a new CRM system, managing stakeholder information and activity on the system, and supporting with the development of the system
- updating and maintaining the website
- supporting the team with a forthcoming review of the website and undertaking tasks for its development
- general support with digital systems including e-bulletin
- dealing with general correspondence, answering/forwarding calls/taking messages and other reception duties
- provide hospitality to visitors and other general administrative support

4. PERSON SPECIFICATION:

CRITERIA	ESSENTIAL	DESIRABLE	ASSESSMENT
Qualifications / Training	<ul style="list-style-type: none"> ● Evidence of educational attainment 	<ul style="list-style-type: none"> ● Training in relevant field 	Application Form
Experience and knowledge	<ul style="list-style-type: none"> ● Experience of providing administrative support ● Experience of working with a CRM or data management system 	<ul style="list-style-type: none"> ● Knowledge and understanding of issues affecting LGBTIQ+ people 	Application Form
Skills	<ul style="list-style-type: none"> ● Excellent computer skills ● Strong written and verbal communication skills ● Proficient in use of Windows and either MS Office or G:Suite tools 	<ul style="list-style-type: none"> ● Proficient in use of range of digital platforms ● Social media skills 	Application Form / Interview
Personal Qualities	<ul style="list-style-type: none"> ● Reliable and trustworthy ● Highly motivated ● Personable ● Work well with others 	<ul style="list-style-type: none"> ● Enjoys problem solving ● Interest in sport and physical activity 	Application form / Interview
Other Requirements	<ul style="list-style-type: none"> ● Able to align and work to LEAP Sports value ● Must be willing to occasionally vary work pattern to support special events 		

5. RECRUITMENT TIMELINE

27th September	Job Advertised
30th October	Closing Date
5th November	Applicants will be informed
11th & 13th November	Interviews

The recruitment process will be handled by Helena Thomas who can be reached at helena@leapsports.org Please direct all enquiries via Helena.