

**NORTHERN
IRELAND
JUDO**



**NORTHERN IRELAND JUDO FEDERATION –
ADMINISTRATIVE OFFICER**

JOB DESCRIPTION AND SKILLS PROFILE

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| Position Title: NIJF Administrative Officer |
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| Location: Initially remotely then at NIJF Office, House of Sport, 2a Upper Malone Road, Belfast, BT9 5LA |
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| Line Manager Position/Title: | NIJF Treasurer |
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| Standard Hours: 20 hours per week | Salary: £10,800 per annum |
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Working Pattern:

Monday to Friday – 9.30am to 1.30pm

Leave Entitlement:

20 days (pro rata) paid leave - plus 8 statutory holidays.

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| Full UK Driving Licence (car): | Yes / No | |
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Job Purpose:

The role of the NIJF Administrative Officer is to provide administrative and organisational support for the Northern Ireland Judo Federation and to undertake development and promotional activities to promote Judo in Northern Ireland.

Key Areas of Responsibility:

All staff have a duty to co-operate with their line managers and to take reasonable care of their own Health & Safety and that of others who may be affected by their acts or omissions. The post-holder is responsible for ensuring, so far as reasonably practicable, the Health & Safety of the staff he/she manages and for providing staff with appropriate information, instruction, training and supervision for all activities to ensure their safety at work.

Outline Description:

The Office Administrator will be the frontline personnel for contact and will also provide administrative support to the Northern Ireland Judo Federation and will be line managed by the NIJF Treasurer.

General Administrative Duties:

Provide all necessary administrative support for the Northern Ireland Judo Federation. Including but not limited to:

- Answering all phone calls and responding to all emails.
- Maintenance of Membership online database and processing/fulfilling all new and renewing memberships. Also compiling membership reports and statistics for Board and general reporting.
- Ensuring the confidentiality and security of files, filing systems, databases, emails and Board documents.
- Recording and filing the results of all Dan Gradings.
- Organise all NIJF events (booking facilities, ensuring that these facilities meet all of the competition or event requirements, booking officials, organising first aid cover and any other necessary requirements for an event).
- Promulgating all necessary information to the NIJF membership.
- Booking any NIJF Board approved training courses for NIJF officials/coaches.
- Sending out any messages, letters or other correspondence – as required by the NIJF Board.
- Making sure that there is sufficient stock of all NIJF consumables (Membership books and cards, red belts, stationary, etc). Ordering new stock (to NIJF Board agreed levels) in good time before the old stock runs out.
- Receive, file, despatch and record all correspondence (electronically and in hard copy format – as appropriate).
- Provide a point of contact for the membership, our National Governing Body (the BJA) and for other organisations (such as Sport NI, Irish Judo Association, Judo Scotland, Welsh Judo, etc).
- Ensure that all correspondence, queries and messages are redirected to the appropriate NIJF Board/Committee/Commission member (in a timely fashion).
- Maintain a robust financial management system to record all income and expenditure. Ensure all financial records are kept up to date. Make payments of invoices, salaries etc via online banking system.
- Assist the Treasurer in preparing and submitting funding claims to Sport NI.
- Assist in the preparation of the NIJF Annual Report.
- Ensure all GDPR regulations are maintained throughout the organisation.

Skills, Knowledge and Qualifications Required:

Essential:

5 GCSE's or equivalent to include Maths and English at Grades A-C

Must have an excellent standard of literacy and numeracy (which may be tested during the interview and selection process).

Must have at least 2-3 year's previous experience of working in an administrative role in the last 5 years.

Must have excellent computer literacy skills (word processing, database manipulation, spreadsheets, internet research (these skills may be tested during the interview and selection process)).

Must have a full, clean driving licence and access to a car which can be used for business purposes.

Must be willing to work occasional evenings and weekends (when required) – time off in lieu will be given by way of compensation but overtime will not usually be paid. It is not envisaged that there will be much working outside core hours.

Desirable:

- Have a good working knowledge and understanding of Judo and the NIJF (structure, purpose, policies, procedures, relationship with BJA and IJA, and funding streams).