

**Scottish Gymnastics Education Administrator
(1 year fixed term)
Post 15 hours per week
Salary 7K per annum**

Scottish Gymnastics (SGA) is the National Governing Body for Gymnastics in Scotland. The association strives to provide cutting edge education to diverse customer groups across Scotland. SGA are seeking to recruit an enthusiastic, motivated and committed individual to become a part of Scottish Gymnastics Education Team. The successful candidate will have a 'can do' attitude to work, and will be responsible for the implementation of effective administrative processes and procedures in – line with the Scottish Qualification Authority (SQA), Scottish Gymnastics Customer Relations Management system (CRM) and the Scottish Executives Individual Learning Accounts (ILA).

Candidates applying must be able to demonstrate a competency in data management as well as administration processes and procedures.

The post holder will be responsible for ensuring appropriate and accurate recording mechanisms are in place across the SGA Education Department. In addition, the successful candidates will be responsible for collating all statistical data, reporting to the Education Manager.

Scottish Gymnastics is an equal opportunities employer and aims to provide a working environment free from any form of harassment, intimidation, victimisation or unjustifiable discrimination. We aim to ensure that no job applicant or employee receives less favorable treatment on the grounds of gender, marital status, race, colour, ethnic origin, sexual orientation, age or disability. All appointments are made purely on the basis of merit and ability.

A full job description and job specification can be downloaded from our website www.scottishgymnastics.org and they can be found under the recruitment section.

To Apply: A covering letter and CV should be sent to Lorna Whyte, Head of Corporate and Member Services. Scottish Gymnastics Association, Airthrey Castle, Stirling University, Stirling FK9 4LA telephone 01786 466232 or e-mail lorna@scottishgymnastics.org

Closing date 4pm Friday 28th January 2011

