



JOB DESCRIPTION

Role : Administration Assistant

Hours : 8 Hours per week (flexible, spread over several days)

Responsible to : Administration Manager, Snowsport Cymru Wales

Responsible for : Administration support of Snowsport Wales activities, membership and business.

Remuneration : £10.00 per hour

Place of work : Working from home (with occasional catch ups at the SSW Cardiff Office).

Job Context

The Administration Assistant will be responsible for management of NGB Membership and membership enquiries as well as providing administration support for events and courses. The post holder will be the first line of contact for membership, events and course enquiries.

Main Duties

1. Manage membership services.
2. Assist in marketing membership services.
3. Support course bookings and enquiries.
4. Support event bookings and enquiries.
5. Provide administrative support to provide ongoing point of contact in the event of leave or sickness of other administrative staff.

The above list is not exhaustive. As the role evolves, additional opportunities to develop the post may be identified.

PERSON SPECIFICATION, candidates should have the following qualities & skills,

- Good communication and interpersonal skills
- Strong numeracy and written English language skills
- Good IT skills
- The ability to work alone from time to time and at own initiative
- Good at working with and assisting volunteers
- Flexibility and an innovative approach to work
- The ability to communicate in Welsh is desirable, though not essential

To apply, please email your cv and covering letter to:

Chief Executive, Robin Kellen - robin@snowsportwales.net

Closing date for receipt of applications : Monday 29th November 2021

Snowsport Cymru Wales is the governing body for snowsports in Wales

Snowsport Cymru Wales is a company limited by guarantee and Registered in Wales No. 2918336.

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