



## **OFFICE ADMINISTRATOR: MATERNITY COVER**

South Durham Gymnastics are currently looking for an Office Administrator to cover maternity leave. The successful candidate will need to be reliable, flexible and have the ability to work well in a team.

### **Main Duties:**

- Act as first point of contact for all incoming enquiries (phone, email, face to face, social media)
- Plan and coordinate the sign-up process for weekly gymnastics classes and holiday sessions, including sending out electronic invitations, producing registers, etc.
- Sign in customers and take cash/card payments for weekly drop-in sessions
- Manage birthday party bookings
- Lead on the promotion of participation opportunities by creating marketing material (e.g. posters), emailing members and updating the club website and social media platforms
- Contribute to the planning, coordination and delivery of club events and competitions
- Oversee the management of Accident and Incident reports, ensuring all are followed up on accordingly
- Manage all club administrative systems to ensure the smooth running of the office, including logging post, ordering stationary, producing communication packs etc.
- Provide administrative support for additional ad hoc items as directed by members of the Management Team
- Establish and maintain any agreed databases as required by the organisation
- Abide by and be an advocate of SDGC's Equity and Safeguarding policies and procedures

### **Skills Required:**

- Excellent administrative and IT skills, with a high level of attention to detail
- Highly organised with ability to work under own initiative and under pressure at peak times
- Have the ability to pro-actively manage different tasks simultaneously to a high standard
- The ability to work well in a team, in a dynamic and customer-focused environment
- Good telephone manner and interpersonal skills
- High level of PC competence, specifically Microsoft Word, Outlook, Excel and PowerPoint skills
- Experience in basic design for production of marketing materials
- The ability to create social media content using various formats, e.g. Facebook advertising

### **Experience:**

- Administrative: 3 years (Required)
- Customer Service: 1 year (Preferred)

### **Hours of Work:**

- The role is full time; 40 hours per week between Tuesday – Saturday

### **Length of Contract:**

- This is a role covering existing staff maternity leave cover. Immediate start, envisaged to run until end August 2022 with the potential to be extended

### **Place of Work:**

- South Durham Gymnastics Club, Spennymoor Leisure Centre, High Street, Spennymoor, DL16 6DB

**Please apply via email, including your CV and covering letter outlining your suitability for the role, to:**

Melissa Spence – [melissa@southdurhamgym.co.uk](mailto:melissa@southdurhamgym.co.uk) – 01388 811877

*Deadline for applications: 5.00pm, Friday 12<sup>th</sup> November 2021*