

Administration Position

Job Description

Job title	<i>Administrator</i>
Location	<i>Sussex</i>
Pay Per Hour	<i>£15.00</i>
Responsible to	<i>Swerve Soccer Directors</i>
Agreement	<i>Self-employed (flexible hours)</i>
Start Date	<i>Immediate Start</i>

Job Purpose

To support Swerve Soccer's Directors on a day to day basis.

Main Duties and Responsibilities

Administration

- General email enquires
- Update website information
- Equipment purchases
- Familiarise and execute programmes on 'Active Camps & Class Manager' i.e booking software system
- Copywriting

Operations

- Outreach ideas, external bookings, admissions and itinerary outline, after school and camp staffing
- Booking camp excursions, travel, kit and equipment
- Organising meetings and agenda's
- Birthday party and 1:1 organisation
- Coach timetables for all programmes including but not limited to: after school clubs, evening training programmes, birthday parties and camps
- Sourcing new staff
- DBS checks

Finance & Revenue

- Processing payments and refunds

Marketing

- Email campaigns
- Website updates
- Social media copy

LaLiga Camps UK

- Finding agencies to partner with
- Finding partners & sponsors to work with

Policies

- Safeguarding, health and safety, code of conduct, privacy, equality, risk assessments, Welfare policies, coaches credentials and residential policies are up to date

Business Development

- Liaisons with Board of Directors to make sure all efforts are in alignment
- Design, know-how and implementation of all programmes
- Admissions and backroom booking systems.
- Oversee's seminars, and workshops

Personnel Specification

Skills & Competencies	Essential <ul style="list-style-type: none">• Demonstrate strong leadership qualities and have the ability to delegate effectively• Excellent communication and interpersonal skills• Strong planning ability with excellent organisational skills• Ability and willingness to work outside of normal hours including evening and weekends if necessary• Must be self-motivated with the ability to enthuse a wide range of participants• Ability to work independently and as part of a team• Ability to manage a group of participants effectively• Solution orientated• Resilient with a can do attitude• Computer literate• Must be capable of using Word, Excel Desirable <ul style="list-style-type: none">• Has an FA level 1• Has a sound understanding of social media platforms• Has understanding of Photoshop, Key Note, Google Docs & Google Sheets
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This is an exciting opportunity for the right applicant to grow with our business and further expand the services we provide. Please email olly@swervesocccamps.com with your C.V and covering letter.