

Job Description

Role: Disciplinary Secretary

Reporting to: The National Secretary

OVERVIEW OF THE ROLE:

This is a new and demanding position based at the National Stadium, Hampden Park, Glasgow, although due to the nature of the role travel outwith will be necessary.

The ideal candidate will require to be passionate about and committed to amateur football while being enthusiastic in their approach to the role.

Skills

The ability to use modern technology to enhance the services currently provided by and for the office of the Scottish Amateur Football Association in relation to disciplinary matters and procedures

- Have full knowledge of the administrative and disciplinary procedures of amateur football.
- Produce minutes and prepare agendas for disciplinary committee members.
- Experience in committee environment.
- Experience in a progressive environment with a culture of lean processes and continual improvement.
- Familiar with standard desktop applications.
- Be in possession of a current driving licence.

Core Hours

Fully flexible.

Salary: Circa £15,000

Closing Date: Friday 12th July 2013