

**ROLE:** Position of National Secretary of the Scottish Amateur Football Association

**REPORTING TO:** Executive Finance Committee with Functional Guidance from Head of Administration

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**OVERVIEW OF THE ROLE:**

The role is a full time position for a person who has ambition to become the National Secretary of the Scottish Amateur Football Association it is a very demanding roll and will require a large amount of passion for and commitment to amateur football. The SAFA is committed to continuous improvement of all its activities. In particular, the focus of our improvement programme.

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**SELECTION CRITERIA:**

**Skills and Knowledge:**

- The candidates will require a full knowledge of all matters relating to the functionality of the SAFA
- The job holder will have several years experience in **Administration** work
- Proven ability and experience in building and maintaining relationships and managing conflict
- Good Communications Skills
- I.T / Functional Expertise
- Using a bulk mail system to generate HTML emails to target groups

**Required Behavior:**

- Be accessible, welcoming and helpful to all
  - Innovation & Risk
  - Flexibility
  - Continuous Improvement
  - Concern for Standards, attention to detail
  - Good Team Leader
  - Excellent Presentation Skills
  - Must be in possession of a current driving licence
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**Core Hours**

Fully flexible

**Salary:** Circa £25,000

**CLOSING DATE: Friday 12<sup>th</sup> July 2013**