

Scottish Amateur Rowing Association

Information Notes for Applicants for the Post of: Administrator

Scottish Amateur Rowing Association(SARA) Overview

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The Aim of the Post

2 The main aim of the post is to lead the sport of Rowing in Scotland.

Responsibility

3 The successful candidate will be responsible in the first instance to the President of the Scottish Amateur Rowing Association (SARA)

Main Tasks

4 Establish and manage an effective Administrative function

5 Any other delegated duties as appropriate to the post.

Personal Qualities

6 Personal qualities being sought for this post are:

- Planning and organisational ability
- Ability to work within a changing environment
- Approachable manner
- Business management skills
- Experience in working with volunteer boards of management

Candidate Specification – SARA Administrator

7 A comprehensive candidate specification is attached.

Conditions of Appointment

Place of Employment

- 8 The successful candidate will be employed initially at the undernoted workplace. The SARA however reserves the right to change your workplace location following full consultation through the accepted staff negotiating framework.

Scottish Amateur Rowing Association
National Rowing Academy, Strathclyde Park, Motherwell

The office, together with the grounds has been designated as a non-smoking area. Any employees who smoke will be required to leave the building and grounds if they wish to smoke.

Hours of Work

- 9 Your normal working week is one of 20 hours. However, the duties of the post will allow a level of flexibility regarding how and when those hours are worked. Agreement will be made with the successful candidate. Overtime is not normally payable but you will be awarded time off in lieu of payment with the agreement of the President. Time off in lieu must be taken within the next four-week period or will be lost.

Salary

- 10 The salary is currently on scale circa £16,000 pro rata dependent on experience. Salaries are payable monthly in arrears.
- 11 **After completion of the probationary period the Association will pay an amount of 5% towards and employees personal pension plan.**
- 12 Staff may engage in a reasonable amount of private work, provided that it in no way interferes with their full and effective application to their duties. But only upon prior express agreement with the Convenor.
- 13 SARA is working towards being an Equal Opportunities employer.

Annual Leave and Public Holidays

- 14 The annual leave entitlement is 22 days pro rata to be taken by arrangement with the President. The leave year will begin on the date of commencement of employment. Annual Leave will be taken after prior consultation and agreement with the Convenor. In addition to your annual leave allowance you will be entitled to 10½ days pro rata for public holidays.

Travel and Subsistence Allowances

- 15 Travel and subsistence expenses are reimbursed at 0.40 pence per mile (for the first 10,000 miles). It is an advantage to own a car, and the successful applicant must hold a current driving licence. There will be a considerable amount of travel involved in this post.

Probation, Confirmation and Notice

- 16 The appointment will be confirmed after the satisfactory completion of a probationary period of six months, during which employment is terminable by three month's written notice. Thereafter, the employment is terminable on either side by three month's written notice.

Terms of Appointment

- 17 The appointment will be made in the first instance for a period of 3 years, subject to funding. At the end of the period the situation will be reviewed and it is hoped that the post will be continued.
- 18 Notwithstanding the above, dismissal on disciplinary grounds can apply with immediate effect.

Health

- 19 Before taking up employment, the successful candidate may be required to submit to SARA a medical certificate indicating sound health. All expenses incurred in this respect will be refunded by SARA. Any previous illness or recurring medical problem, which might affect the candidate's performance of the duties, should be mentioned at interview.

Vetting

- 20 The post is subject to disclosure and a Self-Declaration Form will have to be completed by the successful candidate.

Working Abroad

- 21 Except with prior agreement, the successful candidate will not be required to work outwith the United Kingdom for any continuous period of more than one month.

Applications and Selection Interviews

- 22 Applications should be made on the attached form and returned to the following address under **Private and Confidential** cover **not later than Monday 22 November 2004** to:

The President

SARA

National Rowing Academy,

Strathclyde Park,

Motherwell

North Lanarkshire

ML1 3ED

- 23 Applications received after the closing date will not be considered.
- 24 An acknowledgement of receipt of your application will be issued.