

Job Title:	Administrative Assistant
Department:	Handicapping
Reporting To:	Director Handicapping
Hours:	35 hours, Mon – Fri – 9 a.m. to 5 p.m.
Location:	St Andrews
Contract:	Full Time, Fixed Term – 6 months

Job Purpose

Based in St Andrews, The R&A runs professional championships including The Open and the AIG Women's British Open, elite amateur events, international matches and rankings. The R&A, through R&A Rules Ltd, governs the sport worldwide, outside of the United States and Mexico, on behalf of over 36 million golfers in 143 countries and with the consent of 157 organisations from amateur and professional golf. The R&A is at the forefront in modernising the sport and making it more relevant to today's society.

The R&A's purpose is to make golf more accessible, appealing and inclusive and to ensure it is thriving 50 years from now. Handicapping plays a key role in supporting that purpose and we are looking for a World Handicap System Administrative Assistant to join that team.

Job Description

ROLE AND RESPONSIBILITIES

Core responsibilities will be but not limited to:

- To provide general administration assistance to the Handicapping Director, Assistant Director and Secretary as the team prepares for the launch the World Handicap System.
- To develop and co-ordinate a testing plan for the new System – to run through the Summer of 2019.
- Develop and maintain a weekly departmental diary/action list for the World Handicap System project.
- Co-ordinate and finalise travel plans, including flight/accommodation bookings, airport transfers/car-hire requirements, car park bookings, currency requirements.
- Develop and progress a plan for testing the WHS with external testing groups, via the provision of existing data or receipt of live data. This will also involve the supply of a survey and the collection of responses.
- Manage the interaction with external testing groups, including National Associations and individual Golf Clubs.
- Cleanse handicapping data from external testing groups ready for analysis.
- To run analysis on the collected data and, using templates provided, produce reports.
- Act as a point of liaison between the handicapping department, internal analysts and external testing groups.

QUALIFICATIONS AND EXPERIENCE

- A keen interest in golf would be beneficial
- Previous project management and/or administrative experience
- Excellent I.T., administrative, and time-management skills
- High levels of accuracy and attention to detail
- Utmost levels of confidentiality and discretion

PERSONAL QUALITIES

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In addition, the successful candidate will require:

- Proactive approach to problem identification and solution
- Ability to work individually and as part of a wider team within the Handicapping Department and cross departmentally
- Strong interpersonal skills.
- Strong written, verbal, communication and presentation skills.

To apply for this vacancy, please send your c.v. and covering letter, stating your salary expectations to Laura Kane on recruitment@randa.org, by the closing date of Friday 29 March 2019.

How your information will be used

In order to progress your application, for administrative purposes, The R&A will record, keep, and hold the personal data which you have provided in this application stored in our Human Resources files. Your data will not be transferred to any third parties outside of The R&A group companies. If your application is successful, The R&A will hold this data as part of your employee record which will be stored on the basis of our Privacy Policy. In the event that your application is unsuccessful, we will hold the application form and the data contained for three months in case of a future vacancy which we may invite you to apply for, following which we will delete it.

If you have any questions about The R&A's use of your data, please contact us.

This job description is written as an indication of the nature and scope of duties and responsibilities. It is not intended as a fully descriptive or definitive list and jobholders will be expected to carry out other duties assigned which are appropriate to the position.