

Job Title:	Administration Assistant - World Amateur Golf Ranking™
Department:	World Amateur Golf Ranking™
Reporting To:	WAGR Manager
Hours:	35 hours, Mon – Fri – 9 a.m. to 5 p.m.
Location:	Kingsbarns
Contract:	Fixed Term – April – October 2019

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. World Amateur Golf Ranking™ plays a key role in supporting that purpose and we are looking for an Administrative Assistant to join that team.

Job Description

ROLE AND RESPONSIBILITIES

Core responsibilities will be but not limited to:

- Converting results into useable format for importing into WAGR2 database
- Inputting data electronically and manually using WAGR2 bespoke software
- Manually checking points/bonus points and divisors awarded to players
- Timely answering of queries from players, coaches, administrators and other R&A departments by both phone and email
- Managing a rolling year on year calendar of events
- Advise WAGR™ Manager of any issues the team feel should be brought to the Committee's attention
- Constant updating of the database to ensure accuracy e.g. player's names, status and personal information
- Share information, knowledge and experience within the team

QUALIFICATIONS AND EXPERIENCE

- An understanding of golf would be beneficial
- Proven experience processing data is highly desirable
- IT skills essential especially use of excel
- Ability to work as part of a team

PERSONAL QUALITIES

In addition, the successful candidate will require:

- Strong interpersonal skills
- Strong written, verbal, communication and presentation skills
- To be self-motivated and proactive and ready to work as part of a small team
- High levels of accuracy and attention to detail

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 29th 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.