

<b>Job Title:</b>	<b>Digital Technology Project Assistant</b>
<b>Department:</b>	Digital Technology
<b>Reporting To:</b>	Head of Digital Technology
<b>Hours:</b>	35 hours, Mon – Fri (9am to 5pm)
<b>Location:</b>	Allan Robertson House, Kingsbarns - a period of homeworking due to current government guidance is to be expected
<b>Contract:</b>	Full time – Permanent

### Job Purpose

The R&A runs professional championships including The Open, The Senior Open and the AIG Women's 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 is seeking a Digital Technology Project Assistant to support the work of the Digital Technology Department. The team are working on several large-scale Digital Technology projects while also maintaining existing websites and digital products, and are looking for an organised, motivated and confident individual to support the team and the development agency we work with.

The successful individual will be required to work across multiple workstreams including the maintenance of the existing websites and digital products, project support, documentation, and administration.

### Job Description

#### ROLE AND RESPONSIBILITIES

#### Maintaining Digital Technology Backlog:

- Logging of issues/bugs/enhancements that are raised by stakeholders in Jira and working with the Digital Technology and other R&A teams to order the priority of tasks in the backlog.
- Being the point of contact for our development agency, to provide clarification on tasks, when necessary, and communicating with internal stakeholders as required.
- Participating in the Agile ceremonies with our development agency including the sprint planning and Demo to review tasks and ensure they are being developed according to requirements.
- Sending sprint reports to stakeholders at the end of each sprint to confirm the tasks that have been completed.

#### Assist with the delivery of Digital Technology projects:

- Working with external agencies on the delivery of some smaller Digital Technology projects (such as enhancements to the existing websites and platforms).
- Working with the Digital Technology team and key stakeholders to support the completion of project documents (e.g. Project Initiation, Scope of Work and Requirement documents).
- Monitoring the project timelines and delivery process.
- Monitoring of project budgets for Digital Technology department.

- Supporting the Digital Technology Team in arranging meetings, including preparation of agendas and note taking when required.
- Coordinating and sending weekly project reports to key stakeholders.

#### **Maintenance of Project Documentation:**

- Monitoring documentation required in line with the Digital Technology Project Framework.
- Organisation of all Digital Technology documentation, ensuring everything is filed accordingly.
- Documentation and review of all department processes and procedures, providing recommendations for improvements and streamlining.

#### **QUALIFICATIONS AND EXPERIENCE**

##### **ESSENTIAL**

- Experience of working within teams and independently.
- Experience in calendar/meeting management.
- Experienced user of Microsoft Office applications.

##### **DESIRABLE**

- Knowledge of project management platforms (ideally Jira).
- Knowledge of Agile/Scrum methodology.
- Knowledge of Website Development processes and principles.

#### **SKILLS**

In addition, the successful candidate should:

- Have good organisational and prioritisation skills.
- Have excellent communication skills (written and verbal) and ability to work with a variety of stakeholders.
- Have excellent attention to detail.
- Show initiative and proactivity.

*Please note that we are unable to provide sponsorship for a work visa so candidates should ensure they already have or are able to obtain the right to work in the UK before applying.*

***To apply for this vacancy, please send your c.v. and covering letter, stating your salary expectations to Shanice Sharp – [recruitment@randa.org](mailto:recruitment@randa.org) by the closing date of midday on Thursday 4<sup>th</sup> March. We may close this vacancy before the closing date should we receive sufficient applications.***

#### ***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 at <https://www.randa.org/Footer/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 at [privacy@randa.org](mailto:privacy@randa.org).*

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.