



Scottish Canoe Association
Comann Curach na h-Alba

Person Specification
SCA Events & Communications Officer
(Maternity Cover)

	Essential	Desirable
Qualifications And Attainments	<ul style="list-style-type: none"> • Educated to HND level or above or with equivalent experience 	<ul style="list-style-type: none"> • Qualification in event or project management • Qualification in Sports Development or Sport Management
Work and Other Experience (in an employed or voluntary capacity)	<ul style="list-style-type: none"> • Experience of planning and organising events • Experience of working in a customer focussed environment • Experience of preparing customer or member focused communications (e.g. newsletters, website content) • Experience of administration activities • Experience of working with databases • Experience of working in an office environment 	<ul style="list-style-type: none"> • Experience of working in a sport related environment or in the voluntary sector • Experience of working with volunteers • Experience of paddlesport events or competitions
Skills	<ul style="list-style-type: none"> • High skill of level in IT, including sound knowledge of MS Office suite and databases • Experience of managing organisational social media accounts • Proven teamwork and decision making skills • Excellent influencing and communication skills: telephone, in-person and written • Ability to exercise judgment and make decisions • Ability to update websites using content management systems and ability to follow office systems and procedures • Ability to multi-task on a mixture of short and long term projects 	<ul style="list-style-type: none"> • Ability to keep concise and accurate records including recording low-level financial transactions • Experience of 'G Suite' Google products • Experience of 'Go Membership' membership management system, or other similar products • Experience of using MailChimp or other similar newsletter / communication tools
Personal Qualities	<ul style="list-style-type: none"> • Enthusiastic, focussed, trustworthy, loyal and reliable • Ability to take on responsibility and to complete objectives and achieve targets • Commitment to excellence and getting things "right first time" • Ability to work effectively with volunteers and employed staff • Ability to work well independently, often unsupervised, as well as part of a team • Enjoy working in a busy, focused environment 	<ul style="list-style-type: none"> • Interest in and knowledge of sport or membership organisations • Flexibility in work pattern to support key events