

Job Description

Team Administrator Rugby and Office



JOB DESCRIPTION	
Job Title	Team Administrator Rugby and Office
Base Location	Swansea.com Stadium with 2/3 days per week at Llandarcy High Performance Centre as required by the rugby calendar
Hours of work	37.5 per week
Responsible to	Operations Manager with dotted line to High Performance Director
Contractual Status	Permanent
Role Summary	To provide effective administrative and co-ordination support to the Rugby and Business departments at Ospreys Rugby. Working across both Ospreys sites – High Performance Centre at Llandarcy, and the Swansea.com Stadium in Landore.
Key Relationships	<ul style="list-style-type: none">• High Performance Director• Rugby Staff management team• Operations Manager and Senior management team• Stadium facilities team• High Performance Centre facilities team• Executive Assistant to the CEO
Key Responsibilities, Tasks and Activities	<ul style="list-style-type: none">• To champion the Ospreys office environment at both sites - the High Performance Centre at Llandarcy, and the Swansea.com stadium. Setting high standards of organisation and cleanliness of the environment to make it a great working environment.• Work with the Rugby and office management teams to organise and schedule meetings, co-ordinating minutes and actions as required• Oversee the player food log to ensure it is accurate and meets the requirements of the associated payroll deductions process• Oversee the cleaning schedule for the facilities at both sites to ensure the facilities are cleaned in a timely fashion and to a high standard in line with the contract• Process incoming and outgoing mail at the High Performance Centre• Oversee stationery provision and ordering at both sites to ensure optimal availability of required stationery items in a cost effective and efficient way• Oversee the Ospreys key events calendar to ensure it is always up to date, relevant and informative• Oversee the telephone systems at both sites, ensuring the system is working properly, escalating issues to the provider where appropriate• Provide administrative support to the Medical team• Work closely with Finance to co-ordinate and process rugby related invoices• Support the purchase of medical, S&C and other items as required• Coordinate and collate medical department expenses• Oversee NI applications for overseas players• Oversee the Passport database for Rugby• Monitor and co-ordinate repairs and renewals at both sites as required

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	<ul style="list-style-type: none"> • Provide administrative support as required across both the rugby staff team and office team • Act as players family liaison and first point of contact for queries on match day tickets and other departmental events. Working as part of the reception team on match days to co-ordinate players family/friends ticket collections

PERSON SPECIFICATION	
Experience	<ul style="list-style-type: none"> • Experience of working in a dynamic office environment • Experience of providing professional administrative/co ordination support to a busy team
Skills & Qualifications	<ul style="list-style-type: none"> • Proficient in Microsoft Office products • Excellent communication skills with confidence to communicate effectively at all levels • Commercial focus • Ability to organise and plan and prioritise work to meet strict deadlines • Able to problem solve and think creatively to overcome barriers • Strong self-awareness with the ability to work with discretion in a professional sporting environment • Able to work with highly confidential information in a professional way • Adaptable – able to adapt to different working environments and variations in pace