

Scottish Fencing

Job Description – Operations Assistant



Document Name:	
Job Description: Operations Assistant	
Created by	GM
Checked by	SM PD
Board Approved Date	14/04

Update History

Date	Revision Details	Revision by	Checked by
24/03/2026	Document Created		
14/04/2006	Board Approval		

Line Manager(s)	Chief Operating Officer (COO) or Chair & Vice Chair
May Deputise for	n/a

Overview

We are seeking a highly organised and proactive Administrator to provide essential support across our operations. This role is central to ensuring the smooth running of day-to-day activities, maintaining accurate records, and enabling colleagues to work efficiently. The ideal candidate will be detail-focused, confident communicating with a range of stakeholders, and comfortable managing multiple priorities in a fast-paced environment.

Key Responsibilities

Administrative Support

- Manage incoming enquiries by phone and email, ensuring timely and professional responses
- Prepare, format, and maintain documents, reports, and presentations
- Schedule and coordinate meetings, appointments, and events
- Maintain filing systems (digital and physical) to ensure information is accurate, accessible, and secure

Operational Coordination

- Support the onboarding of new staff, volunteers, or members as required
- Assist with procurement, including raising purchase orders and tracking deliveries
- Contribute to process improvements that enhance efficiency and compliance

Competitions & Event execution

- Support on all competition and events logistics within SF portfolio.
- Collaborate with event organisers, stakeholders, board and volunteers to ensure effective competition/event delivery.
- Coordination of travel/accommodation for national level teams/squads.

Data & Record Management

- Maintain accurate databases, registers, and logs
- Produce routine and ad-hoc reports to support decision-making
- Ensure data is handled in line with organisational policies and relevant legislation

Finance & Compliance Support

- Process invoices, expenses, and financial documentation
- Assist with budget tracking and financial reporting
- Support compliance activities, including audits, policy updates, and record-keeping

Skills & Experience

- Proven experience in an administrative or coordination role
- Strong organisational and time-management skills
- Excellent written and verbal communication
- High level of accuracy and attention to detail
- Confident using Microsoft 365 (Outlook, Word, Excel, Teams, SharePoint)
- Ability to work independently and collaboratively
- Professional, discreet, and reliable

Personal Attributes

- Proactive and solution-focused
- Calm under pressure and adaptable to changing priorities
- Positive, professional attitude with a commitment to high standards
- Comfortable engaging with colleagues, partners, and external stakeholders

Desirable

- Experience in local Government/ SGB
- Experience of PVG processes and procedures
- Understanding of GDPR and basic compliance requirements

Time commitments:

35 hours per week. The nature of the post means that hours will not regularly fall within a conventional working day and frequent evening and weekend work will be necessary to fulfil the purpose of the role.

This role is designated as **Tethered Hybrid**, meaning the post-holder will work remotely for part of the week but will be required to attend specified office locations for key meetings, team collaboration and role-critical duties.

Remuneration:

£27000 - £30000 Annually

Qualifications and Experience (D: Desirable E: Essential M: Mandatory by law)

Qualification / Experience	D	E	M
Significant operational experience in a small business environment/governing body		✓	
Experience of project delivery from design/build to completion	✓		
Significant knowledge and experience of using Microsoft Office365 applications.		✓	
Driving licence and access to vehicle		✓	

Further Requirements and Personal Qualities

- A sound knowledge of competition & event logistics, combined with experience of sports development in a sports environment.
- Excellent written and verbal communication skills
- Personable and approachable, good networker, building and maintaining a range of internal and external relationships
- Effective management and interpersonal skills
- Proven planning and organisational IT & Finance skills – particularly MS Office
- Demonstrable experience of financial planning, budgeting and management reporting
- Enthusiasm to implement best practice in the continuing professional development of coaches, club officials and volunteers working in the sport.
- Experience in evaluation, quality assurance and accreditation systems including governance.
- Flexibility - this position will require the successful candidate to work some evenings and weekends throughout the UK.
- Current satisfactory disclosure.