**JudoScotland Logo

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**Business Support Modern Apprentice** Candidate Pack



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| **Job Title** | Business Support Modern Apprentice |
| **Place of Work** | JudoScotland, Fourth Floor, EICA Ratho, South Platt Hill, Newbridge, EH28 8AA |
| **Business Area** | Business Support Team |
| **Responsible To** | Head of Operations |
| **Hours** | 25 hours |
| **Salary** | Level 1: £23,400 to £30,000 pro rata |
| **Annual Leave** | 36.5 days per year inclusive of 6.5 days public holiday/Christmas shutdown (pro rata) |

**Overview**

JudoScotland is the sportscotland recognised Governing Body for the sport of judo within Scotland. It currently has a growing membership of over 8,000 individuals and supports more than 200 clubs. JudoScotland is committed to growing a more engaged, diverse membership and providing progressive, inclusive opportunities across all levels through the delivery of its new strategy ‘Judo For All' (2023 – 2027).

**Background**

The role of Business Support Modern Apprentice sits within the Business Support Team, which provides support across the business including membership services, communication, marketing, finance and performance administration and logistical support.

**Primary Job Purpose**

Working within the Business Support Team and working closely with other staff across the JudoScotland teams, you will be responsible for providing administrative support across the organisation. You will help shape JudoScotland development programmes to make a positive contribution to Scottish society and to grow an engaged, diverse membership by providing additional data analysis on membership, clubs and events.

**Responsibilities and Duties**

1. To assist in providing administrative support across JS.
2. To assist in providing frontline customer service.
3. To support data collection and analysis of the JS membership including, individual and club memberships and event entries.
4. To help deliver JS events along with the wider team including set-up, reception and volunteer support.
5. To undertake other activity as directed by your Line Manager or Chief Executive Officer.

**Knowledge, Skills and Experience Required**

1. Knowledge or experience of working with others or as part of a team.
2. A clear understanding of Microsoft Office and other software packages.
3. Good interpersonal and communication skills.
4. The ability to work both as part of a team and individually.
5. Willingness to work weekends when required.

**Application Process**

1. Please complete the below application form or introduction video along with your C.V. and Equal Opportunities Monitoring Form (this will **not** be seen by the panel which shortlists or interviews) to [hr@judoscotland.com](mailto:hr@judoscotland.com), with the email subject: “*Business Support Modern Apprentice Recruitment*”.
2. Closing date for applications will be 9am on Monday 14th October 2024, with the interviews to be held week commencing 28th October 2024.

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| **Name of Position Applied For** |
| **Business Support Modern Apprentice** |

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| **Personal Details** | |
| **Surname:** |  |
| **First Name(s):** |  |
| **Address:** |  |
| **Contact Number:** |  |
| **Email Address:** |  |

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| **Education (Secondary, Further and/or Higher)** | |
| **Dates From & To:** |  |
| **Qualification Awarded:** |  |
| **Name of Establishment:** |  |
| **Subjects Studied:** |  |
| **Dates From & To:** |  |
| **Qualification Awarded:** |  |
| **Name of Establishment:** |  |
| **Subjects Studied:** |  |
| **Dates From & To:** |  |
| **Qualification Awarded:** |  |
| **Name of Establishment:** |  |
| **Subjects Studied:** |  |

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| **Employment History (most recent first)** | |
| **Dates From & To:** |  |
| **Name of Employer** |  |
| **Job Title** |  |
| **Primary Duties** |  |
| **Reason for Leaving** |  |
| **Dates From & To:** |  |
| **Name of Employer** |  |
| **Job Title** |  |
| **Primary Duties** |  |
| **Reason for Leaving** |  |
| **Dates From & To:** |  |
| **Name of Employer** |  |
| **Job Title** |  |
| **Primary Duties** |  |
| **Reason for Leaving** |  |
| **Knowledge, Skills and Experience** | |
| **Please provide any experience of Microsoft Office: (max *200 words*)** | |
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| **Please provide any experience of working volunteers or small groups: (max *200 words*)** | |
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| **Please add below why you are applying for this role and what skills you will bring to JudoScotland:**  **(max *200 words*)** | |
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| **Reference Request** | | |
|  | **Reference 1** | **Reference 2** |
| **Name:** |  |  |
| **Address:** |  |  |
| **Contact Number:** |  |  |
| **Email Address:** |  |  |

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| **Application Details** | |
| **Closing Date:** | 9am on Monday 14th October 2024 |
| **\*Interview Date:** | Week commencing 28th October 2024 |
| **Special Requirements:** | Do you require any special arrangements for interview:- |
| **Notice Period Required:** |  |
| **Driving Licence:** | Yes/No |

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| **Declaration** | |
| **I understand that the information I have provided is accurate and I have completed and submitted the Equality Monitoring Form under separate cover.** | |
| **Signature:** |  |
| **Date:** |  |