



JudoScotland

Business Support Modern Apprentice

Application Pack



About Us

JudoScotland is the sportsScotland 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).

[Click Here To Read Our Strategy](#)



About the Team

The role of Business Support Modern Apprentices within the Business Support Team, which provides support across the business including: membership services; communications; marketing; finance; and performance administration and logistical support.

[Click Here To Meet The Team](#)



The Role

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

Primary Job Role

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

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

Knowledge, Skills and Experience Required

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

Benefits and Your Wellbeing

- ✓ Generous Holiday Package: Enjoy 27 days of paid annual leave, plus 6.5 bank holidays to rest and recharge.
- ✓ Festive Office Closure: On top of your annual leave, we also close the JudoScotland office over Christmas and New Year, giving you extra time to relax.
- ✓ Flexible Working: We value your work-life balance! Take advantage of flexible working that fits around your personal and professional needs.
- ✓ Training & Development: We're committed to your growth, offering training and opportunities to enhance both your personal and professional skills.
- ✓ Volunteer Day: We're passionate about giving back! Each staff member gets a fully paid day to volunteer for a cause that's meaningful to them.





Application Process

Please complete the application form or submit an 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, with the email subject: "Business Support Modern Apprentice Recruitment".

