**JOB ADVERTISEENT**

**Job Title**: Administration Officer - Development and Club Services**.**   
**Salary Band:** £19,000 – £22,000

**Hours:** 35 hours (pro rata) weekly on average.

Wales Golf is looking to recruit a full time Administration Officer based at its offices in Catsash, Newport, South Wales. There will be some flexibility for home working at times. The successful candidate will be part of a small administration team and will assist Wales Golf in achieving its objectives by carrying out a wide range of administrative tasks, both independently and as part of a team. Proven ability in core administration tasks is essential as is good computer literacy. Golf knowledge is not essential and training will be provided.

The main function of the role will be to provide support for the Development and Club Services departments at Wales Golf. Roles will include but are not exhaustive:

* Administration of the DBS process for Wales Golf
* Developing, improving and maintaining information systems, such as filing systems, data bases.
* Simple data analysis and collecting figures for reports
* Updating and maintaining the website
* Assisting in the preparation for events
* Maintaining stationary stock and other materials
* Taking minutes at Development Meetings
* Coordinating an equipment loan procedure
* Course Rating System administration
* Handling queries relating to the departments

Other functions of the role will include the following but are not exhaustive: -

* General office and reception duties including receiving, dealing and re-directing enquiries and calls relating to all Wales Golf’s activities; typing of letters, minutes, agendas and reports, photocopying, filing, organising meetings, making travel and accommodation bookings; updating the website
* Providing support for the other departments as and when required
* Any other duties as befits an administrative function

The candidate must possess the following: -

* Excellent administrative and typing skills and a professional telephone manner
* Good working knowledge of word processing systems
* Flexible attitude towards working and an ability to work to deadlines
* Ability to maintain an excellent standard of work when working under pressure

If you have the knowledge, desire and passion to contribute to the success of Wales Golf, can help us deliver our strategic goals and want the chance to join our vibrant team please download the full role description and person specification from our website ([www.walesgolf.org](http://www.walesgolf.org)) and go to the about us section. To apply please complete and return the application form and equal opportunities monitoring form (no CVs please) and email for the attention of [sian.simmons@walesgolf.org](mailto:sian.simmons@walesgolf.org)

**Applications** **close on** 12pm Sunday 17th April. Interviews will take place on 25th April

**WALES GOLF IS AN EQUAL OPPORTUNITIES EMPLOYER.**