



TEAM ADMINISTRATOR

The Homeless World Cup is at a very exciting stage of its development engaging in significant expansion. As the tournament goes from strength to strength the Homeless World Cup Foundation is now established specifically to support and develop grassroots football programmes in 75 nations and engage one million players by 2012.

We are looking for a team administrator to work with the Foundation team, providing crucial, administration support to ensure the organisation runs like clock work and achieves the mission of engaging one million players in 75 nations by 2012.

Key responsibilities

1. Use a variety of software packages to produce correspondence documents, and maintain presentations, spreadsheets and databases
2. Use content management systems to maintain and update websites and internal databases
3. Meeting preparation, minute taking, greeting on arrival
4. Organise team travel and accommodation, securing the most cost effective and time efficient availability
5. Manage office to create a professional, clear, smart working environment with all equipment in full working order
6. Manage a professional filing system storing key documentation in a manner clearly accessible to the team
7. Organise post on a daily basis, including couriers and international deliveries as required
8. Order and maintain stationery and equipment supplies, including kitchen and bathroom materials
9. Answer phones and office emails fielding calls and enquiries as required
10. Support key campaigns and attendance at special events as required

Skills and Experience

- Strong organisation skills, project management with focus and attention to detail, and an understanding of the pivotal role of an administrator to ensure smooth running of an organisation
- Ability to manage pressure, conflicting demands, prioritise
- Use of office software packages
- Oral and written communication skills
- A happy and confident manner
- Teamwork, reliability, honesty and enthusiasm
- An awareness and commitment to the organizations core values

Salary

£15k-£18k per annum

Reporting to

CEO, Homeless World Cup Foundation

Location

Edinburgh, Scotland

Please get in touch with your application and CV directly:

jointheteam@homelessworldcup.org