



Job Advert

Job Title: Operations Administration Assistant
Reports to: Operations Manager

PFA Scotland Mission Statement

“PFA Scotland, as the independent trade union for professional footballers, is the collective voice for players in Scotland. As an organisation, our aim is to protect and promote the interests of our members.

PFA Scotland is run by players for players and the experience within our team means we are committed to providing our members with the best possible advice and representation.

PFA Scotland strives to look after the collective rights of players in Scotland, as football regulations and procedures handed down by FIFA mean that a player’s employment status is unique.”

The Operations Administration Assistant will provide key administrative support to the Operations Manager and Operations Administrator for both the union and its commercial arm, PFA Scotland Enterprises Limited.

Your primary responsibilities will include managing membership administration, education grants, and office Stationery, equipment and inventory. Additionally, you will assist the Player Services team with in-person event administration for members. On occasion, you may also support our legal team with administrative tasks related to legal cases.

Due to the nature of the role, you will handle sensitive information and must have a strong understanding of GDPR and the Data Protection Act.

Person Specification

Essential Skills:

- Proven experience working in an administrative role
- Proficiency in MS Outlook, Excel, and Word
- Experience with database input and management
- Strong knowledge of GDPR and the Data Protection Act
- Ability to accurately take meeting minutes and notes
- Excellent attention to detail and high level of accuracy
- Strong time management skills, with the ability to multitask and prioritise effectively
- Confident, approachable, and capable of building relationships with colleagues and external stakeholders
- Flexible and positive attitude
- Highly organised, efficient, and reliable, with the ability to meet deadlines
- Capable of working independently, managing a busy workload, and performing well under pressure
- Excellent communication skills

Job Type & Location

- Permanent, part-time (12 to 15 hours per week)
- Workdays: Monday, Tuesday, and Wednesday
- Hours: To be discussed with the candidate
- Office-based in G3 7QF



Salary & Benefits

- £12.50 per hour
- Casual dress
- Company pension
- Life insurance
- Free flu jab
- Enhanced annual leave
- Enhanced sick pay

How to Apply

If you're interested in this role, please send your C.V. along with a cover letter detailing why you're a suitable candidate to **recruitment@pfascotland.co.uk**.

Closing Date: Monday 30 September 2024 (May close earlier dependant on number of applicants)

Interview Date: Wednesday 9 October 2024