

## **JOB ADVERTISEMENT**

### **HAMPSHIRE RUGBY FOOTBALL UNION LIMITED ADMINISTRATIVE OFFICER**

We seek to appoint a part-time Administrative Officer to assist the Executive Director in the management of the Union's affairs.

Candidates should be available to work four hours a day, four days a week. There is a requirement to work on ten evenings a year. Time off will be given in lieu of overtime.

The post-holder will provide a full clerical and administrative service, which shall include preparation for meetings and the taking of minutes.

A suitable candidate will have had a successful period in administration, and be able to demonstrate the ability to communicate easily and effectively with a wide range of people. Candidates will be self-motivated and prepared to have a hands-on flexible approach.

There are no absolutes as regards qualifications for this appointment but a sound understanding of clerical procedures and working knowledge of Microsoft Office are desirable. Attention to detail is expected with the ability to prioritize and work to deadlines.

Experience and knowledge of sports administration in general and rugby in particular would be a distinct advantage as would own transport. A knowledge of committee work is desirable.

An Enhanced Criminal Records Bureau Clearance issued through the Rugby Football Union is required for this position.

Hours are flexible between 0900 and 1800 and the monthly salary will start at £525. Paid leave starts at four weeks per calendar year.

If you have the qualities needed please e-mail your CV to [hantsrugby@aol.com](mailto:hantsrugby@aol.com) or post to

The Executive Director, Hampshire Rugby Football Union Limited  
Buddens Yard, Station Road, Wickham PO17 5JA

from whom further details are also available.