

## FUTURE JOBS FUND ASSISTANT

### Key Responsibility

To support the implementation of the Future Jobs Fund Programme

### Job Role

- Provide day to day support from the office to Future Jobs Fund Team
  - Provide organisational and logistical support for Scotland's Future Jobs Fund Placements.
  - Liaise with the Development Manager and Coach Education Development Manager to ensure support is provided to Future Jobs Fund Coaches.
  - Support and attend internal and external meetings with partners including Hockey Development Officers and the Youth Commission.
  - Administrative support for the Future Jobs Fund budgets including basic financial administration duties.
  - Respond to general member and public queries in a timely and appropriate manner.
  - Support Scottish Hockey Reception Function.
  - Support the Monitoring of performance of future jobs fund coaches.
  - Supporting Future Jobs Fund coaches in their placement.
  - Monitor timesheets and expenses of future jobs fund coaches.
  - Other general duties as required.

The position will be subject to an Enhanced Disclosure Check

### Other

Primary work hours will be between 9 am and 5pm Monday to Friday although hours outside this will be expected. The minimum number of hours must be 25 hours per week. A TOIL system will be in operation.

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