



**Job Title:** Office Administrative Assistant

**Hours:** 16 – 18 hours per week

**Rate:** £15 per hour

**Location:** Scottish Auto Cycle Union Ltd. Office (Uphall)

**Overview:**

We are seeking a reliable and organised office administrator to support the smooth running of the Scottish Auto Cycle Union (SACU) Head Office. This part-time role is ideal for someone with strong administrative and financial skills together with experience working with CRM systems. You will work closely with the Office Manager and as directed with Discipline Committees, club secretaries, licence holders and officials to ensure operations run efficiently and effectively.

**Key Responsibilities:** To provide general administrative and financial management support to the Office Manager in the areas of:

- Processing licences for participants and competitors
- Coordination and publishing of event calendars
- Working with SACU member clubs to support event planning and delivery (e.g. event permits, paperwork, insurance submissions, track certificates etc.)
- As directed by the Office Manager, co-ordinating all aspects of the Annual Discipline Awards (e.g. collection of trophies from previous winners, liaising with discipline committees to gather names of winners and supply these to the engraving company, coordination of event paperwork, communication with clubs and award winners etc.)
- Handling email and phone enquiries in a professional and timely manner
- Assisting with monthly bookkeeping requirements
- Liaising with venues, suppliers and sports bodies as needed
- Where required, to support the Development Team with social media updates and basic promotional tasks

**Requirements:**

Ability to work on own initiative and as part of a small team to efficiently and effectively complete tasks as directed and identify any additional tasks required to compliment the smooth functioning of the SACU office.

- Excellent organisational and communication skills
- Basic proficiency with Microsoft Office and Excel
- Basic knowledge and experience of social media, including posting to web sites
- Previous experience in sports administration or a similar role preferred
- Interest in or knowledge of the sports industry

**To Apply:**

Please submit your CV and a brief covering letter outlining your suitability for the role to [office@sacu.co.uk](mailto:office@sacu.co.uk) for the attention of Stella Clusker, Office Manager **by 5pm on Wednesday 11 June 2025.**