



Scottish Karate Governing Body Ltd



Supported by
The National Lottery®
through sportscotland

sportscotland

Job Title	Trip organiser
Organisation	The Scottish Karate Governing Body (S.K.G.B.)
Salary	Voluntary Position (travelling expenses covered)
Location	Scotland,
Role Description	<p>The Trip organiser will be responsible for all enquiries regarding booking hotel accommodation, air flights and making all other travel arrangements for the National Squads and Coaches travelling abroad.</p> <p>He /she will be required to liaise with the SKGB Executive Administrator and Director of Sport regarding all arrangements.</p> <p>The position does not require the applicant to accompany the squads when they travel abroad.</p> <p>All applicants will be required to have an Enhanced Scottish Criminal Records Office check carried out by the SKGB</p>
How to apply	<p>Post applications to:</p> <p>Executive Administrator, Scottish Karate Governing Body Ltd, 2 Strathdee Road, Netherlee, Glasgow G44 3TJ East Renfrewshire.</p> <p>Or e-mailed to : info@skgb.com</p> <p>For further information Tel: or 0141-633 1116</p>
Closing Date	Friday 5 th November 2010

The Scottish Karate Governing Body is a private company limited by guarantee. Company number SC270068
Registered address McClure Naismith Solicitors 292 St Vincent Street, Glasgow G2 5TQ

All correspondence to: S.K.G.B. Office, 2 Strathdee Road, Netherlee, Glasgow G44 3TJ Tel No 0141-633 1116
e-mail: info@skgb.com www.skgb.com