

# **Scottish Karate Governing Body**

## **Job Description: Secretary to Refereeing Commission**

### ***Main Purpose of the Job***

- To provide administrative support to the SKGB Refereeing Commission.  
*Note: The Secretary is not a member of the Refereeing Commission per se and has no voting rights.*

### **Responsible to:**

- SKGB Refereeing Commission Chairperson

### ***Specific Responsibilities***

#### **Governance**

- Be familiar with and adhere to legislation and compliance issues in relation to the Data Protection Act.
- Carry out other appropriate tasks as instructed by the Chairperson. This may include correspondence outwith the SKGB e.g. the British Karate Federation (BKF) etc.

#### **Event Management**

- To provide administration support for Refereeing Commission meetings, Refereeing briefings, Refereeing courses and other SKGB sanctioned competition events and courses.

### ***General Administration Duties***

- To agree Agenda for SKGB Refereeing Commission meetings in conjunction with the Chairperson.
- To take accurate minutes of SKGB Refereeing Commission meetings.
- To deal with all incoming/outgoing correspondence as instructed by the Chairperson.
- To distribute Agenda and approved minutes of SKGB Refereeing Commission meetings to all interested parties, prior to planned meetings.
- To assist in the organisation and upkeep of an appropriate contact list of Refereeing Officials, including scorekeeper/timekeeper personnel.

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- To assist in the organisation and upkeep of an appropriate record system for qualifications of both Kata and Kumite qualifications, to include expiry dates and theory test results.
- To make booking arrangements for SKGB Refereeing Commission meetings, Refereeing briefings and courses.

**Approved expenses and mileage only to be paid.**

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### Candidate Specification – Secretary to SKGB Refereeing Commission

Factor	Essential	Desirable (not essential)
<b>Qualifications and Attainments</b>	<ul style="list-style-type: none"> <li>• Be active in the SKGB Refereeing programme and have attained at least an SKGB Refereeing qualification.</li> <li>• Working knowledge of Microsoft Office packages i.e WORD, EXCEL &amp; Powerpoint..</li> <li>• Previous experience servicing committee meetings and/or general meetings of a small/medium size.</li> </ul>	<ul style="list-style-type: none"> <li>• Have attained BKF Refereeing qualifications (both Kata &amp; Kumite).</li> <li>• Working knowledge of Microsoft Access.</li> <li>• Administration experience in a Karate Association or similar voluntary organisation</li> </ul>
<b>Work and Other Experiences (in an employed or voluntary capacity)</b>	<ul style="list-style-type: none"> <li>• Proven administration experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of Microsoft Office 2007 as a minimum</li> <li>• Experience of acting as secretariat to committees.</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Proven ability to make decisions affecting the day to day responsibilities of the job within clear guidelines.</li> <li>• Proven communication skills including the ability to correspond with and converse appropriately with officers within and outside a comparative organisation.</li> <li>• Ability to create and implement a work programme reflecting the needs of the SKGB Refereeing Commission, for self.</li> <li>• Demonstrable IT skills in word processing, spreadsheets and databases. Microsoft Office preferably.</li> </ul>	<ul style="list-style-type: none"> <li>• An ability to interface with SKGB Refereeing Commission members and other SKGB/BKF office bearers as appropriate.</li> <li>• Ability to contribute to annual forward planning process</li> </ul>

<b>Disposition and Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Ability to work as part of a team.</li> <li>• Self motivated</li> <li>• Ability to demonstrate confidence, empathy, enthusiasm, initiative.</li> </ul>	<ul style="list-style-type: none"> <li>• Versatility and creativity</li> <li>• Sense of humour</li> <li>• Flexibility</li> </ul>
<b>Special Aptitudes</b>	<ul style="list-style-type: none"> <li>• Demonstrate a passion for furthering SKGB Refereeing/Kata Judging within Scotland and beyond</li> </ul>	<ul style="list-style-type: none"> <li>• Interest in Sport and sport Karate in general</li> </ul>

**Closing date for applications Wednesday 3rd July 2013**