

JOB DESCRIPTION

JOB TITLE: LOGISTICS COORDINATOR

REPORTS TO: SCOTTISH GOLF PERFORMANCE MANAGER

EMPLOYED BY: SCOTTISH GOLF UNION

LOCATION: The Dukes, St Andrews
(with travel throughout Scotland required on an ad-hoc basis)

SALARY RANGE: circa £18,000 per annum

Main purpose of Job:

1. Plan and arrange all travel and accommodation requirements for Scottish National Teams and officials.
2. Administer all Scottish team equipment and clothing requirements.
3. Liaise with national coaches to organise and coordinate all national training programmes and camps.
4. Coordinate logistics for officials and Board members to attend international events and meetings.
5. Administer and announce all international selections internally.

Position in organisation:

Reporting to the Scottish Golf Performance Manager the Logistics Coordinator will work closely with all Scottish Golf National Coaches to organise training camp logistics, international and domestic travel for competitions. In addition, the post holder will work closely with the PA to the CEO in supporting Scottish Golf Officials with their travel logistics.

The Logistics Coordinator will also liaise with sponsors, athletes and the Selection Committee.

Specific Duties and Responsibilities:

- Entering of Scottish National teams and individuals into key competitions in line with the competition programme (internationally and domestically).
- The booking of transport/accommodation/meals for all players and support staff as required to fulfill the training and competition programmes.
- Maintain detailed records of status of bookings by event/activity.
- The management of clothing and equipment stores and issuing of players, performance staff, other staff, officials and volunteers kit in line with the clothing policy.
- Maintaining detailed records of all players and performance staff key information required for clothing issue and international travel.
- Maintain a detailed record of expenditure against event/activity and code for financial processing
- Internal communication of team selection.
- Communication with selected players with regards their selection, travel logistics and clothing requirements.
- Squad selection/de-selection letters and player agreements.
- Validation of international competition entries for Scottish nationals playing abroad.

General Duties and responsibilities:

- To comply with all legislative requirements and company policies including but not limited to Health & Safety, Equality and confidentiality.

This list of specific and general duties and responsibilities is non-exhaustive and subject to review and change.

Qualifications:

- Applicants should be able to demonstrate an understanding of logistics and international travel organisation with a minimum of eighteen months experience in a similar field.
- It is essential for applicants to hold a full current driving licence and have access to their own vehicle.

Experience and Knowledge required:

- Previous experience with athlete and team logistics or business travel experience.
- Administrative experience within a fast-paced environment.
- Excellent IT skills, including a sound knowledge of all aspects of Microsoft Office.
- A good knowledge of golf or high performance sport would be beneficial.
- Experience of working with a variety of partners is essential.

Key Competencies:

The post holder must demonstrate the following:

- Excellent organisational skills.
- Discretion and confidentiality are essential attributes.
- Strong communication skills, both written and spoken.
- Ability to build good relationships and work as part of a team.
- Ability to effectively plan and organise your workload.
- Ability to multi task, focus on attention to detail and work to deadlines.
- Ability to work on own initiative to resolve issues in an appropriate manner.
- Self-motivation and self-discipline are essential.

Miscellaneous:

- A salary reflecting the post holders experience and position within the organisation will be offered. In addition, pension scheme and other benefits are offered.
- This role covers the whole of Scotland and will require travel from time to time, so a full driving licence and access to your own vehicle is required.
- The post holder will be required on occasion to work irregular hours/weekends.