

Job Title	Admin Assistant
Department	Members Services
Position Type	Volunteer (1 day per week – flexible hours/days)
Term	3 months
Reports to	Director of Members Services
Location	Remote working

Purpose of Role

The scope of the role is basic administration tasks to support the Members Services team, which works with multiple National MMA Federations globally.

It requires a person with a basic level of IT, and experience in administration would be a bonus. This role would give the individual an opportunity to gain a brief of understanding of how National Federations work.

Key Responsibilities and Accountabilities

Responsibilities of the role include:

- Contacting leaders or administrators of National Federations;
- Data collection from documents and National Federations;
- Web searches to obtain information on services within different countries and information to aid Member Services tasks;
- Moving documents from one site to another;
- Creating and building consistent folder structures to hold federation documents;
- Maintaining contact information for all federations.

Person specification - Skills and experience		
Area	Critical	Desirable
Qualifications		<ul style="list-style-type: none"> ▪ School leaver / student.
Skills & Abilities	<ul style="list-style-type: none"> ▪ English speaking; ▪ Ability to maintain focus through monotonous tasks; ▪ Maintaining a positive, energetic, can-do attitude; ▪ Organised. 	<ul style="list-style-type: none"> ▪ Language: French/Spanish; ▪ Attention to detail; ▪ Basic Microsoft Teams experience.
Knowledge & Experience	<ul style="list-style-type: none"> ▪ Basic knowledge of computer software programs including Microsoft Office 365 Suite, particularly Teams. 	<ul style="list-style-type: none"> ▪ An interest in the events industry.

Personal Qualities	
Teamwork	<ul style="list-style-type: none"> ▪ Embraces diversity and displays respect and loyalty to colleagues, the organisation and leadership team; ▪ Engages effectively, and is helpful and supportive towards others; ▪ Embraces change and is adaptable.
Communication	<ul style="list-style-type: none"> ▪ Open and transparent and maintains trust and confidentiality; ▪ Embraces and absorbs new information.
Motivation & Drive	<ul style="list-style-type: none"> ▪ Self - motivated and proud to be part of the experience; ▪ Demonstrates enjoyment in their work; ▪ Professional, polite and approachable manner; ▪ Positive attitude and optimistic.