



Development Officer Assistant

Location: Sheffield S9

Hours: 25 hours

An exciting opportunity has arisen at Sheffield Eagles RLFC, a semi-professional Rugby League club. We are seeking to appoint a Development Team Officer based in Sheffield. The role is for a 6 month Kickstart placement, and will be for 25 hours per week. All applications should be submitted only after consultation with your Job Centre+ Work Coach for a Kickstart placement, and regrettably, we are only able to consider applications that have been referred by a Work Coach. Please check with them your eligibility to apply for this role.

To provide a prompt, efficient and effective service to ensure that the key objectives of the Eagles Foundation staff and trustees are met in terms of the services the organisation provides to players, programmes, events, internal and external stakeholders in the city.

Working as part of a team, the post holder will provide a range of services, processes, systems and procedures to assist with the smooth running and organisation of the team.

The post holder will be office based, however you may be required to work off site as required.

PRINCIPAL DUTIES / ACTIVITIES:

- Co-ordination of events as advised by the Development team.
- Responsible for the maintenance and accuracy of departmental databases and spreadsheets.
- Responsible for drafting letters, typing and writing administrative documents in agreed formats and within specified timescales. Ensure documents produced are of high quality in terms of presentation and accuracy at all times.
- Ensure good customer service by providing a professional and effective telephone service, taking accurate messages and providing information and signposting as requested and appropriate.
- Booking and organising facilities and venues for conferences, meetings and events.
- Co-ordination of file and record systems to ensure information is held securely and easily accessible by appropriate team members.
- Work closely with the Development team to ensure the smooth organisation of their events, collating and managing the medal order and the administration of the event database.
- Supporting with other duties commensurate to the role and experience.