



MEMBERSHIP AND RANKING ASSISTANT

Status:	Full Time Permanent
Remuneration:	£18,000
Department:	Marketing and Communications
Responsible to:	Membership and Ranking Officer
Direct Reports:	None
Location:	Head Office, Milton Keynes

The English Table Tennis Association is the National Governing Body for table tennis in England. The ETTA has recently undertaken a complete review of its strategic direction including a significant restructure and governance review to align the organisation with new targets through to March 2017 and beyond. This will coincide with a re-branding exercise and a relocation of the Head Office function to Milton Keynes in March 2014. All these factors will signal a major change in the growth and development of Table Tennis in the years ahead.

JOB SUMMARY:

To maintain the quality of data on the Individual Membership (IM) database through the accurate and timely processing of IM data across the wide range of data input sources – Paper forms, electronic forms, spreadsheets and other electronic application software packages. To assist with the entry of Ranking system results.

KEY RESPONSIBILITIES

- To provide support and guidance for ETTA Members with registration or annual renewal of memberships.
- To provide a point of contact for all Tournament Organisers, to assist them with up-to-date ranking information and membership check for their tournament entrants.
- To maintain the accuracy and quality of information held on the Membership Database.
- To provide reports on Membership Data to the Operations Manager as required.
- To assist in the provision of accurate data files to the printers weekly, to enable Members to receive their cards in a timely fashion and at minimum expense to the ETTA.
- To provide administrative support and advice to all other departments within the organisation.
- To attend Ranking Policy meetings as the ETTA Staff representative.
- To assist in the preparation and entry of results onto the Ranking System.
- To assist in the production of the monthly Ranking Booklet and Ranking Lists.
- To liaise with other National Table Tennis Associations regarding affiliation issues.
- To answer or forward emails from the Admin email box.
- To provide cover for the Main Switchboard as required.
- To provide cover for Postal Duties as required.

Other duties as may reasonably be required from time to time commensurate with the business of the ETTA.



PERSON SPECIFICATION/KEY SKILLS

- Basic knowledge and understanding of ETTA structures and programmes
- A good knowledge of Information Technology particularly spreadsheets and database applications
- Ability to produce management statistics and reports and manage the work of others in the team
- Ability to manage a heavy work programme and work to set priorities
- Have effective communication skills (written and verbal diplomacy skills)
- Be self motivated
- Have a positive attitude to equal opportunities
- Able to be flexible in approach and work as a member of a team.
- Willingness to work occasional unsociable hours

The ETTA is an equal opportunities employer. A copy of the policy can be found on the ETTA website.

January 2014