Background

England Boxing is the National Governing Body for the one of the oldest sports in the world, one which has featured in the ancient and modern Olympics since 1904.

With its own heritage going back to the 1880s, the organisation is responsible for promoting and developing the sport at all levels, from grass roots through to the England talent pathway, and in turn passing prospective medallists to GB Boxing. The organisation is a member of AIBA and EUBU, the World and European governing bodies respectively.

England Boxing has recently completed its strategy and plan for the next four years and appointed a new CEO. The governing body is going through rapid change and the sport is experiencing growth in both competitive and recreational boxing. It has also been successful in delivering medals at various men’s and women’s representative international competitions. This success provides excellent opportunities to improve the commercial income of the sport and less reliance on public body funding in line with the overall strategy.

As part of this change the organisation is looking to employ a Coaching Course Administrator (10 month maternity cover) to provide administration support to the manager of England Boxings coach education programme.

Job Description

<table>
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<tr>
<th>Job/Role Title</th>
<th>Coaching Course Administrator (10 Month Maternity Cover)</th>
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<tr>
<td>Reporting to</td>
<td>National Participation and Events Manager</td>
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<tr>
<td>Location</td>
<td>England Boxing, English Institute of Sport, Coleridge Road, Sheffield, S9 5DA</td>
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<tr>
<td>Working hours</td>
<td>35 hours per week Monday to Friday.</td>
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**Main Purpose of Role**

The role is based in the office of the sport’s National Governing Body in Sheffield, working as part of a team, to undertake a variety of administrative and communication tasks in order to provide efficient and comprehensive support to the staff and England Boxings membership.

The role, covering a maternity absence, specifically requires the successful candidate to provide administration support to the manager of England Boxings coach education programme.

**Specific Responsibilities and Personal Duties**

- **General Duties**
  - Main Responsibilities:
• Provide administration support for England Boxing coach education courses.
• Respond and direct as required all general enquiries from the public and membership with specific responsibility to answer or queries regarding coach education courses.
• Be the main point of contact for delegates attending England Boxing coaching courses.
• Prepare pre-course materials and send out to relevant course educators in a timely manner.
• Create and maintain course registers.
• Communicate results to delegates and regions.
• Create and maintain as required, financial, attendance and performance spread sheets and relevant reports.
• Produce as required any course publicity and information for the England Boxing Website.
• Book any facilities or support services as required for the purposes of delivering the courses.
• Process registrations for coaches who have successfully completed a course, send out certificates when all requirements have been met.
• Other general administration duties and support roles as reasonably required.

**KNOWLEDGE, SKILLS AND ABILITIES**

The successful candidate must have proficient knowledge and be able to demonstrate practical experience in the following areas:

- Excellent oral, written communication skills, highly competent in use of Microsoft Office including; Word, Excel & PowerPoint.
- Excellent organisational skills and the ability to work to tight deadlines and to plan, deliver and perform under pressure.
- Experience in an event sales capacity and organising events.
- Excellent interpersonal skills and ability to build positive relationships in a highly competitive, dynamic and diverse environment.
- Ability to maintain a high level of accuracy in preparing and recording relevant data and information.
- Adaptable and flexible in approach and committed to continuous improvement in delivering the programme to the membership.
- Some travel and weekend work may be required.
- Experience in boxing and sports administration and or work in administrating education courses is desirable but not essential.

**Valuing Diversity**

ENGLAND BOXING Ltd is committed to valuing diversity and seeks to provide all staff with the opportunity for employment, career and personal development on the basis of ability, qualifications and suitability for the work as well as their potential to be developed into the job.

We believe that people from different backgrounds can bring fresh ideas, thinking and approaches which make the way work is undertaken more effective and efficient.

The Company will not tolerate direct or indirect discrimination against any person on grounds of age, disability, gender / gender reassignment, marriage / civil partnership, pregnancy / maternity, race, religion or belief, sex, or sexual
orientation whether in the field of recruitment, terms and conditions of employment, career progression, training, transfer or dismissal.

It is also the responsibility of all staff in their daily actions, decisions and behavior to endeavor to promote these concepts, to comply with all relevant legislation and to ensure that they do not discriminate against colleagues, customers, suppliers or any other person associated with the Company.