



## JOB DESCRIPTION – COACHING COURSE ADMINISTRATOR

### 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.

The organisation has recently produced an ambitious strategy and development plan up to 2021. As a result, 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. The strategic plan includes the key element of "*Investing in the Boxing Community*" part of which includes the ongoing overhaul of the England Boxings coaching programme, which as it develops will provide opportunities for growth and development of the offering in order that it becomes recognised as industry leading.

As part of this change, England Boxing is looking to employ a Coaching Courses Administrator to provide support to the Development department and the organisation in general.

<b>Job/Role Title</b>	Coaching Course Administrator - Full Time
<b>Location</b>	England Boxing, English Institute of Sport, Coleridge Road, Sheffield, S9 5DA
<b>Working hours</b>	35 hours per week Monday – Friday. Some weekend work may be required to help with courses and national championships.
<b>Salary</b>	£17,500 - £20,000

<p><b>Main Purpose of Role</b></p>	<p>The role is based in the office of the sport's National Governing Body in Sheffield. Reporting to the Head of Boxing Development, the successful applicant will undertake a variety of administrative, operational and communication tasks in order to successfully contribute to the objectives of the organisation by supporting the delivery of the coach education programme.</p>
<p><b>Specific Responsibilities and Personal Duties</b></p>	<p><b>Key Responsibilities:</b></p> <p>To provide administration, operational and communication support, as required for the organisation and specifically in the delivery of the organisations coaching courses.</p> <p>This is to include:</p> <ul style="list-style-type: none"> <li>• Provide administrative, operational and logistical support in the delivery of England Boxing coaching courses programme. Including; booking instructors, invigilators, venues and provide relevant information to those participating on the course. This includes the issuing of pre-course materials in a timely manner.</li> <li>• Respond and direct as required, to telephone calls / emails, &amp; correspondence to queries from the membership and general public, with specific responsibility for answering queries regarding coaching courses, this is to include being the main point of contact for the delegates booking onto and attending the courses.</li> <li>• Coordinate and facilitate the follow up processes after completion of the courses, including; notification of results, provision of certificates, the associated checking of the relevant documentation and issuing of coaching lanyards.</li> <li>• Create and maintain the course booking / application programmes, registers and relevant reporting requirements including reconciliation of the income and costs for each course.</li> <li>• Develop and produce as required any course publicity and information for the promotion and delivery of the courses or the overall coaching programme.</li> </ul>

	<ul style="list-style-type: none"> <li>• Support the Head of Boxing Development with the overall coaching programme as required; but to include facilitation of coaching subcommittee meetings and other administrative tasks.</li> <li>• Facilitate feedback on the delivery of the courses and feed into the ongoing review of the delivery and content of the programmes with the aim of continuous improvement and growth of the offering in order to better serve the membership.</li> <li>• Build, manage and maintain good relationships and communication within the organisation and work in partnership with other stakeholders.</li> <li>• Attend as required England Boxing National Events to help support the delivery of the respective competitions and programmes.</li> <li>• To perform any other duties as reasonably required in order to meet the aims and objectives of the organisation.</li> </ul>
<p><b>Person Specification</b></p>	<p>The successful candidate must have proficient knowledge and be able to demonstrate practical experience in the following areas:</p> <ul style="list-style-type: none"> <li>• Must be able to demonstrate strong communication and interpersonal skills, including the possession of excellent oral and written skills and be highly competent in the use of Microsoft Office, including Word, Excel and Power point.</li> <li>• Must possess excellent organisational skills and the ability to work to instructions under a minimum of supervision, to tight deadlines and to be able to plan, deliver and perform under pressure in a highly dynamic, diverse and competitive environment.</li> <li>• Have excellent interpersonal skills, to be able to demonstrate a high level of initiative and have the ability to build positive relationships with a diverse range of stakeholders from Board Directors to committee volunteers, organisation members and external parties, commercial partners and stakeholders.</li> <li>• Adaptable and flexible in approach and committed to continuous improvement in delivering the Development Coaching departments requirements and the overall improvement of the organisation.</li> <li>• Be able to demonstrate a high level of integrity, maintain confidentiality and deal with from time to time extremely sensitive material.</li> </ul>

	<p><b>Desirable:</b> that the successful candidate be proficient knowledge and be able to demonstrate practical experience in the following areas:</p> <ul style="list-style-type: none"> <li>• Demonstrate the willingness to learn new skills and carry out tasks outside of own remit, as the business requires.</li> <li>• Have the experience of flexible working with ability to vary work patterns and prioritise tasks to meet the changing needs of the business.</li> <li>• Is involved in or has a passion and/or understanding of boxing.</li> </ul>
<p><b>Valuing Diversity</b></p>	<p>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.</p> <p>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.</p> <p>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.</p> <p>It is also the responsibility of all staff in their daily actions, decisions and behaviour to endeavour 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.</p>