



## **TALENT ADMINISTRATION ASSISTANT – ENGLAND BOXING**

### **Introduction**

How would you like to play your part in uncovering the next Nicola Adams or Anthony Joshua?

England Boxing has a proud history of producing champions who go on to shine on the Olympic and world stage.

Those boxers get to develop their skills as teenagers through the England Talent Pathway, of which you could become an integral part as the programme's Talent Administration Assistant.

You will get to meet undoubted stars of the future and, as part of your administrative duties, help organise their appearances at international competitions across Europe and further afield as England bids to keep up its medal success of recent after a break from competition due to Covid-19.

As the Talent Department seeks to create a more stable administrative base, there will be a strong focus on strengthening communications with boxers, clubs and coaches and putting long term development plans in place.

The exciting and fast-paced role is based at the England Boxing head office at the English Institute of Sport in Sheffield and is full-time and permanent position.

### **Background**

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

With its own heritage going back to 1880, and its first national championship starting in 1881, the organisation is responsible for promoting, regulating and developing the sport at all levels, from grassroots through to the England talent pathway, and, in turn,

passing prospective medallists on to GB Boxing. The organisation is a member of AIBA and EUBC, the World and European governing bodies respectively.

England Boxing has a robust strategy and funding plan up until 2022, and is in the final stages of producing its next four-year strategy. The governing body is going through rapid change, and up until the pandemic, the sport had been experiencing growth in both competitive and recreational boxing.

England Boxing's mission is to protect, promote and support amateur boxing in England at all levels. Alongside delivering community programmes and activity in inner cities and local communities, the sport also has a significant record in being successful in securing medals at international championships.

As a result, England Boxing is seeking to employ an Administration Assistant to manage the data around the Talent Programme and cover administrative duties, as outlined in the job description and person specification below.

### Job description

<b>Job Title</b>	Talent Administration Assistant.
<b>Reporting To</b>	Talent Pathway Manager.
<b>Salary</b>	£18,000 - £20,000 per annum.
<b>Location</b>	England Boxing Office, English Institute of Sport, Sheffield.
<b>Type of Contract</b>	Permanent.
<b>Role Purpose</b>	<p>England Boxing is seeking a high-calibre individual to join the Talent team. The Administration Assistant will provide administration support to the Talent Department who look after the talent pathway for England's top amateur boxers.</p> <p>With more than 300 boxers on the Talent Pathway, supported by 50 coaches around the country, this role will provide support to administer the programme. This includes improved</p>

	<p>communication around the programme and storage of accurate athlete data to help monitor and track progress.</p> <p>The successful candidate will be well organised, have a flexible communication style and will create strong relationships with boxers, clubs, coaches and regions as appropriate.</p>
<p><b>Key Accountabilities</b></p>	<ul style="list-style-type: none"> <li>• Providing administrative support to the Talent Department, in particular the Head of Talent, Talent Pathway Manager and two full-time coaches.</li> <li>• Coordinating and planning logistics (accommodation, flights, visas, registrations) around activities such as meetings, boxer development camps and tournaments.</li> <li>• The collection, input and analysis of large data sets (athlete and coach tracker, contacts and individual athlete plans).</li> <li>• Assist with athlete offers and inductions, this will include, communications, booking venues, ensuring correct set-up and equipment, preparing athlete inductions packs and kit.</li> <li>• Administration around boxer and staff files. This will include maintaining up to date records/copies of items such as passports, certificates, photos etc.</li> <li>• Coordinate registrations - ensuring all boxers/staff on the talent programme are registered on the vault (member database) and details are entered on AIBA database.</li> <li>• Organising kit distribution to boxers and coaches.</li> <li>• Raising purchase orders in relation to bookings and programme delivery.</li> <li>• Liaising with boxers, coaches and clubs around upcoming events and camps.</li> <li>• Incoming call and email answering.</li> <li>• Compilation of minutes from team meetings or selection calls.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ad hoc work and projects relating to the strategic objectives of the programme.</li> <li>• To perform any other duties as reasonably required to meet the objectives of the organisation. This to include attendance as required at National Championships.</li> </ul>
<p><b>Person Specification</b></p>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• 3+ years office environment/administration experience.</li> <li>• Educated to A level standard or above.</li> <li>• An ability to solve problems within your own area of work with effective organisational skills.</li> <li>• Comfortable operating in a dynamic and competitive environment with excellent people-management skills.</li> <li>• Ability to work well under pressure, prioritise work and meet deadlines.</li> <li>• Excellent written and verbal communication skills with attention to detail.</li> <li>• Excellent IT skills, specifically Microsoft Word, Excel and PowerPoint.</li> <li>• Friendly and willingly to offer support and assistance to colleagues and stakeholders.</li> <li>• Full driving licence with access to vehicle.</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Knowledge of boxing or other sporting organisations/structures is desirable but not essential as full training will be given.</li> <li>• Being able to demonstrate knowledge of administrative systems and processes in relation to information management.</li> <li>• Willingness to work irregular hours/weekends on occasion when events take place.</li> </ul>

**To apply**

Please send your CV and covering letter addressing how you meet the person specification to: [hrapplications@englandboxing.org](mailto:hrapplications@englandboxing.org)

**Closing date**

4<sup>th</sup> February 2022.

.

**Interview date**

TBC.

**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 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.