



## **WORKFORCE ADMINISTRATION OFFICER – ENGLAND BOXING FULL-TIME, PERMANENT**

### **Background**

England Boxing is the National Governing Body for amateur boxing within England and is 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 dating back to 1880 and the first national championship taking place in 1881, the organisation is responsible for promoting and developing the sport of amateur boxing 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 new strategy in place through to 2027 and has now confirmed its funding with Sport England for the same period. The governing body has gone through rapid change and now has the opportunity to continue to grow and build in both competitive and recreational boxing.

With a membership of over 990 clubs, 25,000 competitive boxers, coaches and officials and around 175,000 recreational boxers using the clubs each week, alongside being successful in delivering medals at international championships, the sport also has a significant record in delivering community programmes and activity in inner cities and local communities.

England Boxing is seeking a Workforce Administration Officer to help deliver learning and training to coaches, officials, boxers and other volunteers within its membership.

The closing date for applications is **Friday 11<sup>th</sup> November at 5pm.**

## Job Description

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| <b>Job Title</b>        | Workforce Administration Officer.   |
| <b>Reporting To</b>     | Workforce Development Manager.  |
| <b>Salary</b>           | £20,000 to £25,000.   |
| <b>Location</b>         | Required to have a presence at England Boxing's office in Sheffield, with some remote working considered.   |
| <b>Type of Contract</b> | Permanent.  |
| <b>Role Purpose</b>     | <p>As part of the Operations team, the successful candidate will contribute towards the creation and instigation of nationally-consistent training and learning opportunities for coaches, officials, boxers and other volunteers, from entry-level exercise programmes through to those working at the elite end of the talent pathway.</p> <p>As well as coaching course development and growth, a significant area of focus will be officiating; including recruitment, the delivery of nationally consistent training and ensuring there is a clear progression pathway from grassroots through to international level, which is accessible to all.</p> <p>It is envisaged the remit will eventually evolve to cover other aspects of the development function, including the instigation and delivery of innovative and engaging programmes to increase recruitment and retention into the sport, and ways of financial viability, sustainability and growth of the organisation.</p> <p>Please note the job will require flexible working hours, including occasional evening and weekend work, and attendance at National Championships.</p> |

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| <b>Key Accountabilities</b> | <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 courses, including booking tutors, invigilators, venues and providing 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, and correspondence to queries from the membership and general public, with specific responsibility for answering queries regarding coaching courses, this is to include being</li> </ul> |
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|  | <p>the main point of contact for the delegates booking onto and attending the courses.</p> <ul style="list-style-type: none"> <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>• Creating and maintain the course booking / application programmes, registers and relevant reporting requirements, including reconciliation of the income and costs for each course.</li> <li>• Developing and producing, as required, any course publicity and information for the promotion and delivery of the courses or the overall coaching programme.</li> <li>• Support the Workforce Development Manager as required, to include facilitation of sub-committee 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> |
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| <p><b>Person Specification</b></p> | <p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Strong communication and interpersonal skills, including excellent oral and written skills.</li> <li>• Highly competent in the use of Microsoft Office, including Word, Excel, PowerPoint and Teams.</li> </ul> |
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|  | <ul style="list-style-type: none"> <li>• Excellent organisational skills and the ability to work to instructions under a minimum of supervision to tight deadlines.</li> <li>• Able to deliver and perform under pressure in a dynamic and diverse environment.</li> <li>• Experience of working in an office as part of an administrative role.</li> <li>• Able to demonstrate initiative and the ability to build positive relationships with a diverse range of internal and external stakeholders.</li> <li>• Have demonstrable experience of flexible working with ability to vary work patterns, learn new skills and prioritise tasks to meet the changing needs of the business.</li> <li>• Be able to demonstrate a high level of integrity, maintain confidentiality and deal with sensitive material.</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Qualified to degree level.</li> <li>• Demonstrable knowledge of workforce development, coaching, and officiating.</li> <li>• Knowledge of amateur boxing and the landscape of its voluntary workforce structure.</li> </ul> |
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### **To apply**

In order to apply for this role with England Boxing, please send CV and covering letter to [hrapplications@englandboxing.org](mailto:hrapplications@englandboxing.org), headed “**Workforce Administration Officer**”

Please state clearly in your covering letter how you meet the criteria set out in the person specification demonstrating where you have relevant experience to undertake the role.

### **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.