



WORLD CLASS PROGRAMME OPERATIONS MANAGER – JOB DESCRIPTION

Location: Sheffield (office-based role)

Salary: £26,000 - £30,000

Reports to: GB Boxing Head of Operations

Time commitment: Full Time

SUMMARY

Boxing is one of the oldest sports in the world and has featured in the Olympic Games since 1904. GB Boxing has a successful record of winning Olympic medals, winning five medals at London 2012 including three golds, three medals at Rio 2016 including one gold, and six medals at Tokyo 2020, including two golds, the best performance by a British team in over 100 years. The objective of GB Boxing is to win medals at the Olympic Games at Paris 2024, LA 2028, and in other major international competitions. To achieve this objective, GB Boxing must build upon recent successes and deliver a World Class Programme (WCP) that identifies the best boxers and supports them in achieving further medal-winning success.

JOB PURPOSE

GB Boxing is seeking to appoint an Operations Manager. The post holder will work closely with the Head of Operations and Performance Director and will manage and undertake administrative and logistical support for the World Class Programme podium and academy squad training and competition programmes in the UK and abroad.

The post is full-time Monday – Friday 9.00am to 5.00pm, but you will be required to be on call on specific evenings and weekends when teams are travelling. Weekend and evening work will also occasionally be required when hosting events and camps in the UK.

The position is office-based at GB Boxing, EIS, Coleridge Road, Sheffield, S9 5DA.

MAIN RESPONSIBILITIES

- Organise, co-ordinate and deliver all logistical and travel services for the World Class Programme both in the UK and abroad. Liaise closely with the Performance Director and

GB BOXING

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Company Registered in England 6582489

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Performance Manager as necessary on all aspects of logistical support to the squads and teams in relation to specific competitions and training camps.

- Providing administrative support to the Performance Director and Performance Manager relating to team selection for competition entries.
- Liaise with travel agents and service providers ensuring the most efficient way to travel. General individual travel requirements for athletes and staff to support a best-cost policy.
- Work closely with Head of Operations to ensure competition costs come within budget whilst meeting the needs of the performance team.
- Collation of travel information for all staff members and boxers including travel fact sheets, complete travel risk assessments and circulate in advance.
- Completion of all related documents as required by competition organisers including entries, hotel and accommodation, travel and visa applications.
- Liaising with Home Nation referee and judges to ensure all tournaments are covered with R&J support.
- Coordinate Sport Science staff calendar, gym usage and facilities bookings.
- Ensuring all athletes' international medical information is up to date; booking dentistry and up to date vaccination information.
- Undertake any other reasonable duties for the Chief Executive, Performance Director and Head of Operations as required.
- Out of hours and weekend support will be necessary at specific times when teams are travelling to competitions and for UK-based events.
- Designing, collecting and collating feedback from the team on each competition and use this information to improve logistical processes.
- Supporting the management of competition debriefs and using this information to improve services.

The above list is not regarded as exclusive or exhaustive, as there may be other duties and requirements commensurate with the post and grade which the employee may be required to perform from time to time.



ROLE COMPETENCES

The ideal candidate would be a self-starter, forward-thinking, have strong planning and organising skills, and the ability to manage deadlines in a fast-paced environment. This is a busy role and requires someone who can actively prioritise, be proactive and demonstrate initiative in supporting colleagues.

We're looking for someone with:

1. Excellent project management and programme implementation skills that can problem solve, sometimes under tight time scales.
2. Knowledge and experience of administrative procedures, preparing reports, general correspondence and operational arrangements for travel.
3. An accurate and thorough approach with excellent written and spoken communication skills.
4. Time management skills and the ability to prioritise work effectively.

HOW TO APPLY

If you feel that you have the right attributes to succeed in this role, please forward your CV and a covering letter outlining how you feel your skills and experience would make you an ideal candidate.

Closing date for applications will be Tuesday 9th April 2024, and applications should be sent by email to: hr@gbboxing.org.uk

We would also appreciate if all applicants could complete the online equality monitoring form in the link below.

<https://www.surveymonkey.com/r/KS32HTN>

Deadline for all applications: Tuesday 9th April 2024

GB Boxing believes in fairness and equity and values diversity in all its dealings. We welcome applications from suitably qualified and eligible candidates irrespective of age, disability, gender / gender reassignment, marriage / civil partnership, pregnancy / maternity, race, religion or belief, sex, or sexual orientation

CONTACT GB BOXING

If you would value an informal conversation about the application process, please email laura.ross@gbboxing.org.uk to arrange a phone call.

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