



MEMBERSHIP ADMINISTRATION ASSISTANT – ENGLAND BOXING FULL-TIME, FIXED TERM

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 World Boxing and European Boxing governing bodies respectively.

England Boxing has a strategy in place through to 2027 and has 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 over 1,100 clubs, and 40,000 members, competitive boxers, coaches & officials, as well as 175,000 recreational boxers using its 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.

To apply please send a CV and cover letter (no more than 2 pages) to happlications@englandboxing.org by **Monday July 13th at 9am**. Please note that applications generated entirely or mainly with the use of AI will not be accepted. Please ensure your application has been edited to evidence how you meet the person specification outlined below using your own words and examples.

Job Description

Job Title	Membership Administration Assistant
Reporting To	Membership, Volunteer & Events Manager
Salary	£12.71 p/hour (National Minimum Wage)
Duration	Full Time, 35 Hours per week
Location	England Boxing Head Office, EIS, Coleridge Road, Sheffield, S9 5DA (Hybrid – 3 days in office)
Type of Contract	Fixed Term (9 months July 2026 - March 2027) with possibility of extension – funding dependent
Benefits (upon completion of probation)	• 5% pension contribution • Westfield Health Cover • Opportunities for further training & development
Role Purpose	As part of the Operations team, the successful candidate will contribute towards the membership administration for members, boxers, coaches, officials, and other volunteers. To provide administration support, as required, for the organisation and specifically in the delivery of the organisation's membership services obligations and requirements. This is to include: • Act as the first point of contact for telephone calls into the office, assisting members with queries, taking messages, distributing calls and then following up as required in an effective and timely manner. • Assist with answering, distributing and following up emails into the enquiries inboxes and any further email inboxes or correspondence as required. • Process Previous Combat Sport requests, maintaining our CRM system and database (The Locker – hosted by Sport80) and completing detailed investigations on each athlete as appropriate. • Process Boxing Abroad requests for boxing club teams attending international events and for international teams attending events hosted by England Boxing Clubs. • To input bout results and update our CRM system as needed and required • Processing of information to members and production of documentation for meetings. • To provide support to the Membership, Volunteer & Events Manager to help deliver the overall objectives of the organisation.

	• Maintain office standards and storage areas, to make the office environment tidy and manageable • Build, manage and maintain good relationships and communication within the organisation and work in partnership with external stakeholders as required. • Attend England Boxing Events to help support the delivery of the respective competitions and programmes. • To perform any other duties as reasonably required in order to meet the objectives of the organisation. Please note the job will require some flexible working hours, occasional evening and weekend work and attendance to work at National Championships.
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Key Accountabilities	This is to include: • Provide administrative, operational and logistical support in the delivery of England Boxing membership services • Respond and direct as required, to telephone calls / emails, & correspondence to queries from the membership and general public, with specific responsibility for answering queries regarding box abroad, previous combat history, bout uploads, club and individual membership issues • Coordinate and facilitate the follow up processes after completion box abroad permits (including chasing bout results from clubs) and previous combat experience uploads as and where needed. • Develop and produce as required any membership publicity and information for the promotion and delivery of membership services and developments. • Support the Membership, Volunteer & Events Manager and Membership Administration Officer as required; to include facilitation of subcommittee meetings and other administrative tasks. • Facilitate feedback from members, boxers and Regional Associations on the delivery of membership services including membership surveys, forums, online and in-person meetings, all with the aim of continuous
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	improvement and growth of the offering in order to better serve the membership. • Attend as required England Boxing National Events to help support the delivery of the respective competitions and programmes. • To perform any other duties as reasonably required to meet the aims and objectives of the organisation.
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Person Specification	Essential: • Strong communication and interpersonal skills, including excellent oral and written skills • Highly competent in the use of Microsoft Office, including Word, Excel, Power point and Teams. • Excellent organisational skills and the ability to work to instructions under a minimum of supervision to tight deadlines • Able to deliver and perform under pressure in a dynamic and diverse environment. • Experience of working in an office as part of an administrative role. • Able to demonstrate initiative and the ability to build positive relationships with a diverse range of internal and external stakeholders. • Have demonstratable experience of flexible working with ability to vary work patterns, learn new skills and prioritise tasks to meet the changing needs of the business. • Be able to demonstrate a high level of integrity, maintain confidentiality and deal with sensitive material.
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	Desirable: • Demonstratable knowledge & experience of working in a membership or not-for-profit organisation • Degree level qualification in a related subject • Previous experience of using Sport80 • Previous experience of working in a National Governing Body in a similar or related role • Knowledge of amateur boxing and the landscape of its Membership structure.
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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.

If you require any reasonable adjustments for a prospective interview, please request a reasonable adjustment form via hrapapplications@englandboxing.org fill out and attach the form along with your CV and cover letter at the point of application.