



## Job Description

<b>Job Title:</b>	<b>Participation Administration Officer (0.6 FTE)</b>
<b>Department:</b>	<b>Sport</b>
<b>Reporting to:</b>	<b>Places &amp; Participation Co-ordinator</b>
<b>Direct Reports:</b>	<b>None</b>
<b>Location:</b>	<b>Llilleshall National Sports &amp; Conference Centre, Newport, TF10 9AT</b>

### Job Purpose

The Participation Administration Officer is responsible for the delivery of efficient and effective administrative and logistical support to the Sport Team, and particularly in the delivery of the Places (Clubs & Facilities) plan.

### Key Objectives

Working closely with the Places & Participation Coordinator and the Competition Support Officer, the role will be responsible for contributing towards the smooth and efficient day to day operations associated with delivering club development and Competition awards programme.

### Key Activities

The Participation Administration Officer will:

- Process and manage the club development programme records, supporting clubs in applying and maintaining up to date information.
- Support the Competition Support Officer in administering the awards and badges achieved by archers during competition season.
- Support the Clubs & Facilities Manager to review planning applications and contact clubs when issues arise, maintaining a log of issues.
- Coordinate the administration of the 'Approved Centre' programme, including sending out welcome packs and guides.
- Manage badge and award stock levels, placing orders and arranging payment of invoices.
- Undertake the required planning, booking, and administering of events, seminars and meetings.
- Provide administrative support for the Senior Sport Team managers as required, such as database entry, minute taking and bookings.
- During busy periods, support the Membership Officer in ensuring clubs and members have a seamless experience when entering information into the membership portal.
- Work on behalf of or in conjunction with other departments, where deemed necessary by the Clubs & Facilities Manager.

### Key Relationships/Interfaces

The Participation Administration Officer will work across the Sport Team but closely with the Participation Coordinator and Competition Support Officer. The post holder will have contact with all Archery GB personnel, and will be responsible for maintaining effective working relationships within the organisation, operational support staff and volunteers.

### **Key Measures**

The success of this role will be measured on:

- Quality of day to day service support provided
- % of awards claims/badges sent within 3 weeks

### **Flexibility Clause**

The job holder is required to be flexible in their duties and may be required to undertake other duties and responsibilities as specified by Archery GB.

### **Variation Clause**

This is a description of the job as it is constituted at the date shown. It is the practice of Archery GB to periodically review job descriptions, to update them and to ensure that they remain relevant to how the job is to be performed.

**Last reviewed:** March 2019

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## PERSON SPECIFICATION

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications &amp; Training</b>	<ul style="list-style-type: none"> <li>• Good standard of general education including English and Maths GCSE or equivalent</li> <li>• Evidence of continued personal professional development and expectation of continuing willingness to develop own professional skills</li> </ul>	<ul style="list-style-type: none"> <li>• A Level or equivalent Level 3 in business/administration</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Strong and proven working knowledge of Microsoft Office applications including Word, Excel, and Outlook</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of archery</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience in providing high quality administrative support.</li> <li>• Experience of working in a busy office including previous experience of managing multiple tasks at one time &amp; formulating own working practices</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of implementing and reviewing systems and processes for the monitoring and evaluating of work practices</li> </ul>
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Demonstrates good attention to detail</li> <li>• Strong planning and organisational skills</li> <li>• Customer focused</li> <li>• Able to build trust and relationships with colleagues</li> <li>• Confident communicator with good written and verbal communication skills</li> <li>• Ability to remain positive but focused when working to challenging deadlines</li> <li>• Team player who is also able to take responsibility and accountability for themselves</li> <li>• Self-motivated and able to work on own initiative</li> </ul>	<ul style="list-style-type: none"> <li>• Flexible, proactive and productive under pressure</li> </ul>