



Job Description

Job Title:	Performance Administration Officer
Department:	Sports Team
Reporting to:	Performance Programme Co-ordinator
Location:	Llilleshall National Sports & Conference Centre, Newport TF10 9AT

This position is funded until 31 March 2021. Following this date the position will be reviewed dependent upon securing further funding.

The normal hours of working are based on 35 hours per week (between Monday to Sunday), as the nature of the post will involve the post-holder working evenings and/or weekends and may require some overseas work at International events and training camps.

Job Purpose

The Performance Administration Officer is responsible for the delivery of efficient and effective administrative and logistical support to Performance & Sports Team personnel.

Key Objectives

- Working closely with the Director of Sport, Senior Olympic Coach, Performance Programme Co-ordinator, athletes and programme coaches, the Performance Administration Officer is responsible for contributing towards the smooth and efficient operation of the Performance office including the logistics associated with accommodating teams efficiently across the UK, for competitions, championships and training camps.
- The post holder will be a key interface with all internal and external contacts and will be responsible for maintaining effective working processes and relationships with partners and stakeholders.
- Working closely within the performance culture and preparation environment of Archery GB, the post holder will be required to develop and influence the necessary thinking and behaviours of those involved in a high performing organisation.

Key Activities

1. Produce administration, communication and logistical support to the Director of Sport (DoS), Performance Programme Coordinator (PPC) & Sports Team as requested, accurately and efficiently, in line with procedure and to set deadlines.

2. Respond to telephone queries from external organisations, members of Archery GB and members of the public in a professional and courteous manner ensuring the correct information is provided whilst maintaining confidentiality.
3. Assist the DoS, PPM, PPC & Recurve Team Manager in planning booking, and administering Domestic/National level events including Weekly core training days, training camps, seminars, meetings and selection shoots. Arranging payment of invoices & maintaining financial records.
4. Work with the Performance Programme Coordinator to ensure that all Team officials attending domestic events have completed the relevant training courses, education session and have any required statutory documentation in place.
5. Management of the Dairy Cottage booking diary, usage agreements with athletes and communications with Serco regarding facility issues.
6. Provide administration support to the Performance Programme Coordinator with the anti-doping education programme such as database entry, invitations to workshops & facility bookings.
7. Ordering of team kit, maintaining stock levels and administering to team members. Payment of Invoices & maintaining financial records with suppliers
8. Manage stationary stock levels, placing orders and arranging payment of invoices.
9. Undertake, on behalf of the DoS and the PPC any necessary projects and the organisation of one off events including general office administration and facility requirements, along with admin support as appropriate for Pathway, Compound and Field Archery programmes
10. Attend national events & selection shoots if required.
11. Contribute to the evolution, development and promotion of a 'high performance, sporting excellence' culture and seamless performance pathway within archery. To be achieved through the cultivation of a results driven environment, utilising innovative, creative and forward thinking programmes covering all aspects of technical, mental and physical preparation to ensure medal success.

Key Relationships/Interfaces

The Performance Administration Officer reports directly to the Performance Programme Coordinator. The post holder will have contact with all Performance, Sports Team and Archery GB personnel, and is responsible for maintaining effective working relationships with all departments within the organisation, Archery GB athletes, Archery GB coaches and operational support staff & volunteers.

Key Measures

The success of this role will be measured on:

- Tasks completed in an accurate and timely manner.
- Flexibility & initiative displayed in working on new tasks & assignments
- Competent management of budgets

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: 7 August 2019

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a company limited by guarantee no. 1342150 Registered in England.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications & Training	<ul style="list-style-type: none"> • Good standard of general education including English and Maths GCSE or equivalent 	
Knowledge	<ul style="list-style-type: none"> • Strong and proven working knowledge of Microsoft Office applications including Word, Excel, PowerPoint, Access and Outlook and infographics. • Sound working knowledge of statutory and legal boundaries within the areas of work and capable of working with discretion and respectful of confidentiality 	<ul style="list-style-type: none"> • Knowledge of current booking methods and sports administration
Experience	<ul style="list-style-type: none"> • Significant and successful experience of designing, implementing and reviewing systems and processes for the monitoring and evaluating of work practices. • Significant experience of a busy office including previous experience of diary management and booking processes. • Significant experience of working within and managing budgets • Ability to manage many projects at one time & formulate own working practices for time management • Ability to work to set deadlines in a fast-paced environment 	
Skills & Abilities	<ul style="list-style-type: none"> • Demonstrates fine attention to detail & accuracy of task • Excellent written and verbal communication with interpersonal skills capable of building rapport and trust easily • Excellent team player, but also able to take responsibility and accountability for themselves. • Respectful of others and open to the collaboration and connecting of differing ideas and actions • Trustworthy with high levels of personal and professional integrity • Ability to remain positive but focused under challenge and change • Ability to maintain diligence and thoroughness to work in a fast paced, dynamic environment and be a champion for change 	

	<ul style="list-style-type: none">• Good organisational, accurate keyboard and computer skills, with the ability to manage a varied workload and to work with and through others where necessary.	
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The post holder must hold a full driving license, DBS clearance and a full and current passport.