



BRITISH FENCING

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ROLE DESCRIPTION: RANKING CO-ORDINATOR

SUMMARY:

Title:	Senior Sabre Ranking Co-ordinator
Remuneration:	Voluntary
Hours of work:	Project as required
Location:	Home based
Responsible to:	Sabre Committee Chair
Contractual status:	Voluntary – for 2 years with annual review
Start date:	ASAP
Issue date:	December 2010

MAIN PURPOSE:

To keep the official British Fencing rankings for senior sabre up to date, and to produce new rankings for 1st of each month.

RESPONSIBILITIES:

- Updating the rankings in accordance with the current British Fencing Ranking and Selection Rules
- Posting current rankings on the British Fencing Website and archiving old rankings
- Being first point of contact for queries on rankings, and correction of errors that occur in rankings. Acting on these queries in a timely manner.
- Ensuring that the ranking 'widgets' on BFA site are able to automatically update.
- Chasing results that are not sent to you by competition organisers for inclusion on the rankings
- Have input into creating an automated ranking system for use by all weapons and age groups.

PERSON SPECIFICATION:

Key skills, experience and qualifications required:

- Sound working knowledge of the ranking rules.
- Good use of Excel or other applicable database software.
- Experience to working to deadlines and diligent at keeping to them.

Behavioural competencies and qualities required:

- Behaves at all times in a professional manner and displays the Nolan Principles: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
 - Well Organised
 - Drive and commitment and the ability to demonstrate this to others;
 - Commitment to the sport and organisation;
 - Strong intellect and analytical ability; innovative thinker and ability to focus on the issues to be dealt with;
 - Resilience and ability to make things happen.
 - Willingness to devote the necessary time and effort.
 - Willingness to be an ambassador for the organisation and the sport.
 - Willingness to be available to staff for advice and enquiries on an ad hoc basis.
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British Fencing is committed to providing equal opportunities for all and is committed to following best practice in the welfare of young people and vulnerable adults. For further information please consult: www.britishfencing.com.

Please contact Julian Rose either by email (julian.rose@gmail.com) or by telephone on 07979854843 if you have any questions about this role.

In order to apply please send a CV and an explanation of why you believe you are suitable to my email address.