

## JOB DESCRIPTION:

### HEAD OFFICE & EVENTS ADMINISTRATOR

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<b>Responsible to</b>	Projects and Programmes Manager
<b>Liaises with</b>	Major Events Management Service (externally contracted) Head Office Manager GBR Programmes Manager Volunteer Workforce Manager
<b>Type of contract</b>	Part/Full Time
<b>Hours of work</b>	32-40 hrs per week, flexible working considered
<b>Salary</b>	£25,000 (or pro rata)
<b>Location</b>	Office based at the British Fencing Head Office, Chiswick, London, W4 5HT
<b>Benefits</b>	5 TFL tube and train lines within a 15-minute walk (Chiswick)  Part of a diverse, dynamic and empowered team

## 1. BRITISH FENCING - VISION, MISSION AND OBJECTIVES

British Fencing is the National Governing Body for the Olympic sport of fencing.

Vision – “A strong, successful and sustainable Fencing Community”

Mission – “To inspire and enable people to start, stay and succeed in fencing”

British Fencing Objectives:

- A pathway to International success
- A stronger, empowered community of 30,000 fencers, volunteers, coaches and supporters
- Accessible inclusive swordplay opportunities delivered via partnership programmes
- A sustainable future supported by high quality governance and infrastructure that is financially resilient
- Maximise the wider benefits of fencing and the positive impact it can have on people’s lives

## 2. JOB PURPOSE

The Head Office & Events Administrator will provide a Head Office function in supporting the administration for the BF run Portfolio of Domestic and International Events, working closely with the Major Events Management Service (externally contracted) to ensure all BF portfolio events are delivered to a national/world standard. They will be the first point of contact for all event enquiries, responding to fencers, parent and club queries, via email and phone

calls. They will also provide administration support, dealing with event licensing, general enquiries and supporting members of the BF team on a day to day basis.

The BF Event Portfolio currently includes:

- British Youth Championships
- Senior National Championships
- Cadet and Junior Championships
- Eden Cup/U23 Weekend
- GB Cup
- British School Teams (BST)

### 3. JOB SUMMARY

The Head Office & Events Administrator will be responsible for:

- BF Event Portfolio Administration:
  - Provide general administration support to the Major Events Management Service
  - Be the main point of contact for Portfolio Event enquiries
  - Work with the Major Events Management Service to administer the BF event's finances and reporting. Administer events on Sport80 (membership and event management platform)
  - Perform the administration necessary to support Volunteer Workforce – eg expenses, feedback
- Membership Event, Result and Ranking Administration:
  - Administer the BF events licensing process and be the main point of contact for event licensing enquiries
  - Be the main point of contact for the Ranking Coordinators and administer the results and ranking processes for domestic events
- General Head Office Administration - supporting the wider administration needs of BF at Head Office and the wider BF Team

### 4. KEY DUTIES

#### 4.1 BF EVENT PORTFOLIO SUPPORT AND ADMINISTRATION

- Support the Major Events Management Service with administration to ensure all events within the BF Portfolio are delivered effectively, professionally and to the highest possible standards, meeting the needs of athletes, officials, and stakeholders, whilst adhering to all BF policies and procedures
- Be the first point of contact to respond to member enquiries via phone and email about Portfolio Events

## JD - Head Office & Events Administrator

- Support the communications plan for the Events Portfolio and work with the Marketing and Communications Administrator to deliver the appropriate social media and communication support
- Work with the Equality and Safeguarding Manager to ensure all events meet the required welfare standards and follow the appropriate procedures
- Working with the rest of the organisation to ensure that the Portfolio events showcase best practice
- Work with the Major Events Management Service to ensure quarterly reporting is completed for the BF Board
- Continuously update and oversee the information on the events section of the website, liaising with relevant members of the BF team and Events Management Service, including updating results section and event pages
- Administer the volunteer expenses process for all BF volunteers attending BF events
- Establish a process and record of attendance for volunteers attending events
- Administer all post event evaluations, collating feedback and making recommendations for continuously improving the event experience for all participants (eg fencers and volunteers)
- Administer the volunteer and coach accreditation process for all BF events

### **4.2 MEMBERSHIP EVENT, RESULTS AND RANKING SUPPORT FOR HEAD OFFICE MANAGER**

- Maintain, administer and enhance the existing event licensing programme
- Ensure all events are licensed in a timely manner
- Be the first point of contact to respond to member enquiries about event licensing
- Work with the Marketing and Communications Administrator to promote Event licensing
- Develop standards of good practice and disseminate good practice advice to event organisers who are running licensed events
- Ensure that the Event licensing section on the BF website is kept up to date
- Be the main point of contact for the Ranking Coordinators
- Provide administrative support for the publication of results and rankings (including supporting the implementation of a new automated result/ranking process)

### **4.3 MEMBERSHIP OPERATIONS SUPPORT FOR HEAD OFFICE MANAGER**

- Answer the phone at BF Head Office, dealing with a range of queries from members, with a particular focus on events
- Administer the BF Achievement Awards

### 4.4 GENERAL

- Relationship Building –build/maintain relationships with key stakeholders
- Communication – maintain timely and effective member communication via phone, email and face to face
- Culture – support activities to further drive culture of professionalism and customer service
- Reporting – deliver timely and effective reporting of activities with appropriate escalation of issues
- Demonstrate and uphold the British Fencing Core Values of Honesty, Respect and Excellence
- Any other duties required by the Chief Executive or Finance Director

This job description is not a definitive or exhaustive list of responsibilities; it identifies the key tasks and duties of the GBR Administrator. Specific targets and objectives will be agreed with the Head Office Manager and will be regularly reviewed as part of a performance appraisal framework

## 5. PERSON SPECIFICATION / TECHNICAL COMPETENCIES

- Excellent communication skills, verbal and written (essential)
- Excellent organisational and logistical planning skills (essential)
- Excellent use of Microsoft Word, Excel and PowerPoint (essential)
- Ability to co-ordinate multiple projects simultaneously to success (essential)
- Ability to work to multiple deadlines (essential)
- Able to work independently as well as being part of a team (essential)
- Ability to work with stakeholders at all levels (essential)
- An understanding of safeguarding and welfare (desired)
- An understanding and appreciation of the value of sport (desired)
- Understanding and commitment to diversity and equal opportunities