

## ADP ADMINISTRATOR

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<b>Responsible To:</b>	ADP Manager
<b>Member Of:</b>	Athlete Development Programme (ADP) Team
<b>Type of Contract:</b>	Contract, up to March 2025. Extensions based on available funding.
<b>Hours of Work:</b>	Full time (40 hours including breaks) includes some evenings and weekend.
<b>Location:</b>	British Fencing Head Office, Chiswick, London, W4.
<b>Last Updated:</b>	29/01/2022

### 1. JOB PURPOSE

As a member of the Athlete Development Programme Team, the ADP Administrator will provide a project office support and general administration function for the British Fencing Athlete Development Programme and Great Britain (GBR) representative activities. Working across funded GBR Programmes, (UK Sport and Sport England) the role will support Athlete Development Pathway (ADP) fencers' ambitions of qualification for the Los Angeles 2028 & 2032 Olympics. The role will work closely with both staff and volunteers supporting GBR athletes.

### 2. RESPONSIBILITIES

#### 2.1 ADP ADMINISTRATION & LOGISTICAL SUPPORT

- Provide day-to-day administrative and logistical support to the Athlete Development Programme Team in delivery of their activities (which includes High Performance Coach Development activities).
- Execute general ADP administrative processes and procedures, supporting international events, camps and other ADP activities.
- Financial administration - Raising purchase orders, approving and monitoring expenditure against budgets
- Data Input and Collation – Inputting and collating data required for review and reporting purposes.

- 'Customer' Support - Provide support to enable and empower ADP fencers and coaches to follow ADP processes and procedures
- Communications - Communicate with athletes, coaches and support staff. Assist the ADP Team with athlete communications and information in the planning and administering of training camps. Ensure that Coach Development opportunities and news items are communicated as necessary and published on the BF website in a timely manner
- Attend ADP Training Camps (5 per year)

## **2.2 MAJOR CHAMPIONSHIP ORGANISATION**

- Assisting the appointed Chef de-Mission, in the planning and logistics for Cadets & Juniors Euros and Worlds)
- Be the lead project management officer (PMO) for identified major championships, which includes
  - Organising Project Meetings
  - Maintaining Project Documentation, including risk logs, project plans and forms
  - Identify and escalate issues and risks
  - Manage the schedule
- Ensure that all relevant information is communicated as necessary and published on the BF website in a timely manner in accordance with selection timetables

## **2.3 ADMINISTRATION SUPPORT TO U17 (CADET) AND U20 (JUNIOR) GBR FENCERS**

- Provide the appropriate logistical information to arrange travel arrangements for selected fencers for identified competitions
- Ensure that all GBR selections are communicated as necessary and published on the BF website in a timely manner in accordance with selection timetables
- Chase-up/monitor fencers as they accept or decline their selection for FIE or EFC competitions and when required update the BF website and process entries as necessary
- Provide administrative support to the Cadet and Junior programmes, includes communicating with athletes and support staff, raising purchase orders and collating data required for reporting purposes

## **2.4 GENERAL DUTIES**

- Collate and provide necessary data for quarterly review documents for department leads
- Manage the budget and finances in accordance with BF policies and procedures, monitoring and reporting on spend.
- Liaise with the Finance Department to support budget management processes and activities
- Support wider team members with projects and programmes where relevant

## 2.5 ORGANISATIONAL RESPONSIBILITIES

The post holder shares with all colleagues the responsibility to:

- Promote the values of British Fencing – Honesty, Respect and Excellence
- Make suggestions to improve the working situation and contribute to positive employee, member and stakeholder relations within their area of work and BF as a whole
- Comply with all appropriate Safeguarding policies and promote best practice in this area
- Co-operate with measures introduced to ensure there is equality of opportunity in employment and sports equity
- Ensuring that the working environment is inclusive, free of sexual and racial harassment and intimidation and any other form of harassment constituting unacceptable behaviour
- Comply with all aspects of BF Policy, including and not limited to Data Protection, Health and Safety Policy and Arrangements, raising any associated issues and risks
- Comply with all aspects of any codes of conduct that might apply by virtue of the BF having a presence in facilities operated by third parties

**This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of the changing needs of the organisation.**

## 3. PERSON SPECIFICATION

### Education

- Level 4 education or above is desirable

### Experience

- Experience of providing administrative support to executives and senior managers
- Experience in supporting members or customers.
- Experience of working in a time pressured environment
- Experience of working in travel and or sport is an advantage but not a requirement.

### Knowledge

- UKAD – Basic level certification (valid in last 3 years) – Clean Sport Advisor or equivalent.
- Safeguarding – valid within 3 years - SPC in Sport and BF Welfare Officer training
- Data Protection – attended BF annual team training

### **Skills & Abilities**

- Excellent organisational, administrative and logistical planning skills
- Excellent communication skills, verbal and written.
- Excellent attention to detail and the ability to effectively proofread
- Ability to co-ordinate multiple projects simultaneously to success
- Ability to work to multiple deadlines
- Able to work independently as well as being part of a diverse team
- Ability to influence and negotiate with stakeholders at all levels
- An understanding of international travel logistics
- High Competency Level Excel, Word, PowerPoint, Smartsheet.

### **Personal Disposition & Values-led Behaviour**

- Able to remain calm and supportive under pressure.
- Able to demonstrate empathy with and respect towards athletes, parents and coaches in all communication mediums.
- Able to act professionally, demonstrating integrity and taking accountability for actions.