

## GBR/BF ADMINISTRATOR

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<b>Responsible To:</b>	Pathway Operations and Logistics 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>	Forty hours per week, including some evenings and weekends. E.g., Full time (40 hours including breaks) includes some evenings and weekends.
<b>Salary</b>	£23,000 to 25,500
<b>Location:</b>	Hybrid with some travel to head office (Chiswick)

### 1. JOB PURPOSE

The GBR/BF Administrator will provide project office and general administration support across the organisations work areas, Membership, Events, Participation and Pathway.

The primary focus will be within British Fencing's GBR Pathway Development Programme, supporting GBR pathway workforce (including coaches and referees).

### 2. RESPONSIBILITIES

#### 2.1 ADMINISTRATION & LOGISTICAL SUPPORT

- Provide day-to-day administrative and logistical support to the Pathway Programme.
- Provide general administrative support to other defined activities within BF (Membership, Events and Participation Programmes)

To Include

- Financial administration - Raising purchase orders, approving, and monitoring expenditure against budgets, taking payments and bookings.
- Data input and collation - Inputting and collating data required for review and reporting purposes.
- Customer support – Manage and respond to queries, providing support to enable and empower the fencing community members to follow BF processes and procedures.

- Communicate with staff, stakeholders and the fencing community, focussed on athletes, GBR workforce, and support staff, publishing information on the BF website and updating other social media promptly.

## 2.2 GENERAL DUTIES

- Ensure all activities performed comply with BF Policies and procedures.
- 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.

## 2.3 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.
- Comply with all appropriate Safeguarding policies and promote best practice in this area.
- Co-operate with measures introduced to ensure 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 could adjust to organisational change.**

## 3. PERSON SPECIFICATION

### 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.

### **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, Power point, 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.