

# Role Description

Title:	Performance Programme Administrator
Location:	National Curling Academy, Forthside Way, Stirling
Contract Type:	Fixed Term, Until September 2022 - Part time 0.6 FTE
Salary:	£20,000 pro rata
Responsible to:	Performance Operations Manager

## Role Summary

The purpose of this role is to provide high quality, comprehensive administrative support to the British Curling Performance Programmes – Olympic, Paralympic and Performance Foundation through:

- Leading the operational administration for team attendance at all competitions and major events in partnership with the Performance Operations Manager and Coaching Team.
- Maintain effective and efficient administration systems and procedures for British Curling providing administrative support for the team and ensuring integration of all systems and programmes across the performance pathway.

## Key Objectives

- Act as the central point of contact within British Curling for internal and external stakeholders relevant to the role, dealing with and responding to queries in a timely manner.
- Prepare and disseminate communications associated with the Olympic, Paralympic and Performance Foundation Programmes to coaches, athletes and support staff.
- Create and maintain a calendar of events and activities coordinating with the Coaching Team and Performance Operations Manager.
- Work with the Performance Operations Manager and programme leads – Olympic, Paralympic and Performance Foundation – to coordinate all logistics bookings and administration requirements for each Programme.
- Support the coaching team to complete all competition entries including paperwork and payments on time.
- Provide administrative support to British Curling meetings including room bookings and the production of and circulation of agenda and minutes as directed.
- To support financial processing for all programme related activities in line with BC finance procedures and within budget.
- Provide administrative support to members of the Senior leadership team as required.

- Provide support for the BC Board in logistical planning for meetings which includes booking venues, catering, travel and accommodation as required.
- Be the primary point of contact for all staff and athletes and teams regarding ice hire and room bookings at the National Curling Academy.
- Establish and maintain efficient office administration procedures.
- Ensure athlete and programme data is up to date and maintained in line with GDPR regulations.

This is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time in line with the needs of the organisation. Consequently, this is not a contractual document and the post holder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the requirements of the post.

## Person Specification

Criteria/Attributes	Essential	Desirable
<b>Experience</b>	<p>Excellent administration experience, including planning and prioritising own time effectively</p> <p>Excellent working knowledge of Microsoft Office including Word, Excel, Outlook and PowerPoint</p> <p>A track record of constantly looking at ways to do things better</p>	<p>Previous experience of working in a high performance or talent sporting environment as an athlete, administrator, or in another capacity</p> <p>Experience of logistics coordination – booking venues, travel, accommodation etc.</p> <p>Detailed, practical knowledge and understanding of the GDPR and Data Protection legislation</p>
<b>Qualifications</b>		<p>Understanding of the UK Sport Funded World Class Programme and its equivalent in Scotland</p> <p>Educated to degree level or equivalent gained through a minimum of three years' work experience</p>
<b>Skill and Abilities</b>	<p>High standard of quality and accuracy, with exceptional attention to detail</p> <p>Highly organised and able to effectively deliver upon multiple projects</p>	<p>Understanding of financial management including the preparation and monitoring of budgets</p> <p>Ability to demonstrate creative thinking</p>

	<p>Excellent communication skills – Communicates effectively, clearly and confidently in written, verbal and electronic forms</p> <p>Ability to analyse, problem solve and use initiative</p> <p>A thorough, methodical and systematic approach to managing workload</p> <p>Strong interpersonal skills</p>	
<b>Personal Attributes</b>	<p>Enthusiastic, energetic, hard-working and reliable</p> <p>Flexible approach to changing work tasks</p> <p>Is able to work independently and as part of a team</p> <p>Positive approach to dealing with challenging issues</p> <p>Protects confidential information</p> <p>Ability to build and maintain effective relationships with internal and external stakeholders</p> <p>Self-motivated</p> <p>Continually looks to improve</p>	
<b>Other</b>	<p>Willingness to work unsociable hours and weekend if required</p>	<p>In possession of a valid UK driving licence, with the use of a car (mileage allowance will be paid for business use)</p>

## To Apply

Applications should be made via CV and a covering letter outlining your skills and experience specific to the role.

Please submit your application to [Stephanie.Stewart@britishcurling.org.uk](mailto:Stephanie.Stewart@britishcurling.org.uk) with specific reference PA21 in the subject line.



Any questions regarding the role can be sent to [stephanie.stewart@britishcurling.org.uk](mailto:stephanie.stewart@britishcurling.org.uk).

Interviews will be held on Monday 10<sup>th</sup> and Tuesday 11<sup>th</sup> May.

Please note that we are unable to respond to all applicants and as such, if you have not been contacted by Friday 7<sup>th</sup> May you should consider your application as unsuccessful on this occasion.

British Curling is committed to selecting and appointing staff solely on the basis of their ability to do the job for which they are being recruited and welcomes applications from all sections of the community.