

# Job Description

## **Job Title:** **National Competitions and Volunteers Coordinator**

## **Department:** **Sport Development**

## **Reporting to:** **Competition & Events Manager**

## **Direct Reports:** **None**

## **Location:** **Lilleshall National Sports & Conference Centre, Newport**

## **Our values**

We have developed a set of values to guide how we operate. As one archery community:

* We value people for who they are and what they do.
* We choose to work and learn together.
* We strive for excellence.
* We always act with integrity.

## **Job Purpose & Objectives**

The National Competitions and Volunteers Coordinator will contribute to our vision of enriching lives through archery, and drive achievement of Archery GB’s strategic ambitions, which are:

* Membership Structure
* Empowering Workforce
* Diversity Throughout
* Archer Recruitment
* Digital First
* Pathway & Podium

As a member of Archery GB’s Competition Team, the National Competitions and Volunteers Coordinator is accountable for event planning, delivery and administration and ensures the effective leadership of our volunteer workforce and judges.

## **Key Responsibilities & Activities**

The National Competitions and Volunteers Coordinator will be required to:

* Lead the delivery of all Archery GB National Competitions and Championships; to set-up and deliver events to completion, providing management and support on-site as necessary, including:
  + Preparation of all required information for event delivery for staff and volunteers.
  + Production of all required paperwork and communications for Archery GB led events including registration of events for World Record Status.
  + Ensure that all events are set up and delivered with safeguarding at the forefront.
  + Identification and booking of venues, accommodation, and suppliers etc for the Archery GB led events.
  + Production and collection of all budget information for the events and prepare purchase orders as necessary.
  + Act as the first port of call for enquiries from entrants to all competitions.
* Support the recruitment, training, and development needs of volunteers, with colleagues as necessary.
* Work as the office liaison to the Judge’s Working Group, coordinate the National appointments and ensure growth of the workforce, support judge training and delivery of the judge conference.
* Organise and deliver all aspects of Archery GB’s Virtual and Online Competitions.
* Assist the Competition & Events Manager with planning and delivery of major events when required.
* Support the Competitions & Events planning and review process.
* Manage the National Records database, ensure it is updated and certificates produced.
* Work with the results team to ensure that all National Rankings are kept updated and results are with Archery GB in time by working with Tournament Organisers.
* Assist in the running of any special projects that are required by the Competitions Team and/or wider Sport Development department related to competition and progression of archers.
* To undertake other duties from time to time as reasonably required by the Competition & Events Manager.

## **Key Relationships/Interfaces**

The National Competitions and Volunteers Coordinator will work to support the Events and Competition Team, as well as the volunteer workforce and Judges.

The key relationships will include the:

* Competition Advisory Group
* Judges Working Group
* Sport Development colleagues
* Archery GB colleagues including other Sport Development team colleagues, Communications, IT, Finance & Membership Services
* External organisations such World Archery and World Archery Europe
* Key volunteers (e.g. Tournament Organisers, Regional Judge liaison officers, work party teams)
* External professionals, such as printers or suppliers

## **Key Measurables**

* Increase in numbers of volunteers on the volunteer data base
* Increase in the number of Judges around the UK, targeting regions with low numbers
* Event readiness and pre-organisation
* Attendance at National events
* Completion of projects in agreed timelines

## **Flexibility Clause**

The job holder is required to be flexible in their duties and may be required to undertake other duties and responsibilities as specified by Archery GB.

**Working conditions**

This is a full-time post, based at Lilleshall National Sports & Conferencing Centre. The post requires some travel, plus weekend and evening work as required to perform the role.

# Variation Clause

This is a description of the job as it is constituted at the date shown.  It is the practice of Archery GB to periodically review job descriptions, to update them and to ensure that they remain relevant to how the job is to be performed.

## **Last reviewed:**   May 2024

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|  | Archery GB is the trading name of the Grand National Archery Society, a company limited by guarantee no. 1342150 Registered in England. |

# Person specification

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|  | **Essential** | **Desirable** |
| **Qualifications & training** | * Event management qualification or experience in organising and delivering multi-faceted events * Full driving licence | * Health & Safety training/qualification |
| **Knowledge** | * Competent administration skills and working knowledge of IT systems and databases * Good budgetary, organisational and computer skills, with the ability to manage a varied workload and to work with and through others where necessary. * Knowledge of health and safety regulations | * Knowledge of archery structures and/or archery competitions in the UK * Understanding of the importance of volunteers in sport and has empathy with their challenges * Awareness of Equity, Diversity and Inclusion principles * Safeguarding in sport |
| **Experience** | * Management and development of contractors and volunteers * Experience of partnership working, with an understanding of all working sectors, including the voluntary sector * Experience of project management and/or event planning and delivery |  |
| **Skills & abilities** | * Ability to form effective relationships with staff, contractors and volunteers and to shape their behaviour * Ability to work independently as well as part of a team * Good communication and organisational skills and the ability to manage a varied workload | * Excellent role model with the ability to provide leadership as well as promote it within others. * Ability to work in a fast paced, dynamic environment and be a champion for change. |

Note: This role is subject to an Enhanced DBS check