

Job Description

Job Title: Sport Engagement Coordinator **Job Holder:** VACANT

Reporting To: Head of Sport Engagement **Location:** London, W1

Position Type: e.g. x2 roles, x1 permanent and x1 FTC to October 2020

Salary: £30k to £35k per annum plus benefits

Scope:

The function of the Sport Engagement team is to act as the point of contact between the sport and the BOA, allowing for a dedicated flow of information in both directions to inform Games time planning and delivery. Sport Engagement Managers (SEM's) are responsible for a range of National Governing Bodies and will also be responsible for key projects and roles, both in the run up to, and during Games-time. Along with NGBs, the SEM's will also assume key relationships with other UK sporting stakeholders including UK Sport and Home Country Sport Institutes.

The Sport Engagement Coordinator will work across the Sport Engagement Team providing coordination and administrative support to the SEM's and Head of Sport Engagement. The role will help to ensure consistency in the delivery of information to BOA internal departments and back to the Sport Engagement Managers.

In addition, the Sport Engagement Coordinator will be tasked with providing some sport engagement support directly to some National Governing Bodies (NGBs) as identified by the Head of Sport Engagement.

Key Responsibilities:

- Coordinate the reporting of information from NGBs to the SEMs;
- Coordinate the reporting of information to BOA internal departments, ensuring accurate and timely reporting of information through the coordination of initial requests and corresponding information and data collected by SEMs;
- Administer key documents including plans, timelines and reports ensuring the consistent and accurate recording of information by the team;
- Draft the agendas and planning for internal and external meetings;
- Coordinate the communication of meeting outcomes, both internally and externally, following up on actions where appropriate;
- Coordinate the development, and delivery of items and events that sit within the SEM team's remit including the Team Leader Journey, which consists of workshops, Games planning meetings and recces.
- Support the SEM team with the administration of ongoing work streams; including Olympic Qualification Standards, Accreditation, Games Edge, Kitting Out, Quiet Training, Preparation Camp, Performance Lodge and Olympic Solidarity.
- Assist the SEM team in the management, tracking and reporting of all budgetary activities within the SEM team;
- Liaise with the Programme Management function disseminating information as required to ensure a consistent project based way of working;
- Provide sport engagement support for some identified NGBs as determined by the Head of Sport Engagement.
- To have a good understanding of the performance requirements and technical knowledge of any portfolio sports they are allocated.

- The Coordinator may be called upon to undertake a Sport Engagement role for Team GB across Summer and Winter events including Youth, European and Olympic Games and as such may be required to be available for extensive overseas travel and be away from home for extended periods of time

Key Challenges in Delivering the Role:

- Ensuring continuity of communication lines within a mobile team that spend a considerable amount of time out of the office engaging directly with NGBs and other sporting stakeholders;
- Working in a deadline orientated environment with numerous work streams running concurrently;
- Prioritising workload in an intense and high performing environment.
- Able to establish strong relations with NGBs while maintaining the ability to deliver challenging requests / information.

Relationships and Interfaces:

- Sport Engagement Managers
- Head of Sport Engagement
- Director of Sport Services
- Head of Programme Management
- Wider Sport Services team and colleagues across other functional areas of the BOA
- Team Leaders / NGBs
- UK Sport, Home Country Sport Institutes, other sport agencies and key BOA Partners/Stakeholders

Person Specification:

Essential	Desirable
<p>Skills & Experience</p> <ul style="list-style-type: none"> • Excellent organisation skills • Strong communication and presentation skills • Very high level administrative skills including Microsoft Office e.g. Excel, Word, PowerPoint • A passion for high performance sport • Innovative and a problem solver • Able to multi-task • Can demonstrate initiative • Strong team player <p>Personal Qualities:</p> <ul style="list-style-type: none"> • Organised & Logical • Flexible approach to work • Calm under pressure <p>Qualifications:</p> <ul style="list-style-type: none"> • Educated to degree level or equivalent experience 	<p>Skill & Experience</p> <ul style="list-style-type: none"> • Knowledge of the high performance sporting landscape • An understanding of the Olympic environment and preferably experience of operating within it • Experience working within a sporting organisation • Ability to drive can be helpful for Games Time requirements

- Please submit a CV and cover letter outlining relevant skills and experience to Recruitment@TeamGB.com.
- Include the reference SEMC19 in the subject box of your email.
- Closing date for applications is 26th May 2019.
- Any queries relating to this role should be emailed to Recruitment@TeamGB.com