

Job Description

Job Title: Games Services Coordinator

Job Holder: Vacant

Reporting To: Games Services Manager

Location: BOA, London W1.

Position Type: Fixed Term Contract to 31 October 2020

Background:

The British Olympic Association's (BOA) Vision is to 'Unite and inspire the nation through the power of Olympic Sport' and its Mission is to ensure Team GB are 'the best supported team in Olympic competition'.

The BOA's primary role and purpose is to;

- **Select, lead, and manage Team GB** at Olympic and Olympic Winter Games and all International Olympic Committee (IOC) and European Olympic Committees (EOC) accredited events such as Youth Games, Youth Festivals, and the European Games; and
- **Develop the Olympic Movement and promote the principles and values of Olympism**, in our territory of responsibility.

The BOA is independent and privately funded. The success of our mission is entirely dependent upon the income we receive from our commercial programmes including but not limited to sponsorship, fundraising, licensing, and events. The BOA is the UK National Olympic Committee and the strong, independent voice for British Olympic Sport responsible for promoting the Olympic Movement throughout the UK.

Scope:

Under the management of the Games Services Manager the Games Services Coordinator will support in the development, implementation and expedition of the Operational Plan through World Class cutting edge planning and operational systems to allow for the effective participation and performance of the Great Britain Team at the following events:

- Olympic and Olympic Winter Games
- European Games, and World Beach Games.

This role will also facilitate the above in respect of the Great Britain Youth Olympic Team at the Youth Olympic Games and European Youth Olympic Festivals.

Key Responsibilities:

To support the Games Services Manager in the successful delivery of the following:

Olympic, Olympic Winter and European Games

1. Team travel:

- Liaison with National Governing Bodies (NGBs) and the relevant Sport Engagement Managers of Sports to ensure all sport requirements are captured.
- In conjunction with the BOA appointed travel agency, the coordination of all flight requirements for Team GB.

- The coordination of excess baggage and sport equipment requirements.
- The booking of ground transportation services through appointed providers and securing a BOA fleet of vehicles with drivers and appropriate accreditations.
- Development and updating of the Games Services transport/flight management systems.

2. Logistics:

- All overseas freight (operational and sports technical equipment) and on-the-ground logistics in conjunction with the appointed freight forwarder in line with Games time strategies for “bump in” and “bump out” for all Team GB sites.
- Coordinating the OCOG Rate Card order and supporting the BOA IT Team in scoping all technology requirements including mobile phones, radio licenses, etc.
- Logistical support for the Team’s kitting out and team processing operations; and updating of associated databases.

3. Official reces to the host city:

- Coordination of the flights for all delegates attending the recce.
- Coordination of itineraries including working with the OCOG.
- Operational systems to support the delivery of recces.

4. Supply Obligations of Partner Agreements and VIK management that have an impact on Games Services key deliverables including:

- adidas Sportswear contract schedule.
- Parade and Formal Wear.
- Any other VIK contracts (where appropriate e.g. flights, freight) with operational impacts on Team GB.

Warehousing

In conjunction with the BOA’s appointed freight provider, support the day-to-day operations of the BOA’s warehouse including:

- Coordination of all shipment/courier requirements.
- Inventory stock management and updating of associated databases.
- Organisation and preparation of Games time equipment and inventory.

Youth Olympic Games/Festivals and World Beach Games

Project manage the delivery of all operational planning arrangements for selected IOC, EOC and ANOC sanctioned Games with Team GB representation. This may include but is not restricted to:

- Liaison with the Organising Committee in respect of team participation.
- Liaison with adidas in relation to selection of Team clothing.
- Liaison with National Governing Bodies via the BOA Sport Engagement Team in respect of their participation in the Youth Olympic Festivals and Games.
- Facilitate project planning meetings as well as coordinating Team Leader briefings.
- Facilitate all arrangements for freight, travel and transport.
- To administer and update the ‘Customer Satisfaction’ survey and collate results for analysis.

General duties

General administrative duties as directed by the Director of Sport Services, Head of Games Services and Games Services Managers including the following:

- Use of bespoke databases and all Microsoft Office packages.
- Accurate data entry.
- Collating and sending out papers.
- Filing.
- Photocopying.
- Responding to telephone enquiries.

The Games Services Coordinator may also be required to attend the Olympic and Olympic Winter Games; European Games; World Beach Games; and Youth Olympic Festivals and Games and associated recess where appropriate.

Key Challenges in Delivering the Role:

Working under pressure to deliver results in intense environments within specified deadlines.
 Learning and being confident in the knowledge of Olympic requirements for operational processes and procedures.

Relationships and Interfaces:

Direct reports: N/A.
 Customers/Stakeholders: OCOGs; NGBs – Performance Directors and Team Leaders; Sponsors.
 Key internal interfaces: All BOA functional areas.

Person Specification:

Essential	Desirable
<p>Skills:</p> <ul style="list-style-type: none"> • Considerable experience working with complex data. • Strong working knowledge of database applications and how to get the best use of them. • Confident decision making and problem solving. • Excellent Microsoft Office suite skills – Advanced Excel. • Excellent organisation skills. • Strong communication skills. <p>Personal Qualities:</p> <ul style="list-style-type: none"> • Highest level of integrity and commitment - hard working, reliable and flexible. • Meticulous attention to detail. • Friendly and approachable. • Calm under pressure. • Strong team worker. • Comfortable liaising with stakeholders at all levels. • Passionate about Team GB. 	<p>Skills:</p> <ul style="list-style-type: none"> • Understanding of airline operations and group travel management. • Knowledge of overseas freight forwarding and customs regulations. • Large scale transport operations. • Knowledge of building kit orders for large, complex sports teams. <p>Knowledge:</p> <ul style="list-style-type: none"> • Understanding of the Olympic sporting landscape. <p>Qualifications:</p> <ul style="list-style-type: none"> • Educated to degree level. • Strong IT knowledge. <p>Experience:</p> <ul style="list-style-type: none"> • Event operations – preferably in a multi-sport, multi-event environment.

Application Process:

- Please submit your CV accompanied with a cover letter outlining your relevant skills and experience to Recruitment@TeamGB.com.
- Please include the reference **GSC19** in the subject line of your email.
- Closing date for applications is **17th February 2019**.