

ROLE DESCRIPTION

POSITION:	Education and Coaching Administrator
SALARY:	£21,000 per annum
RESPONSIBLE TO:	BWL Education and Courses Manager
JOB BASED AT:	BWL Head Office, Leeds
CLOSING DATE:	28th April 2017

WORKING CONTEXT

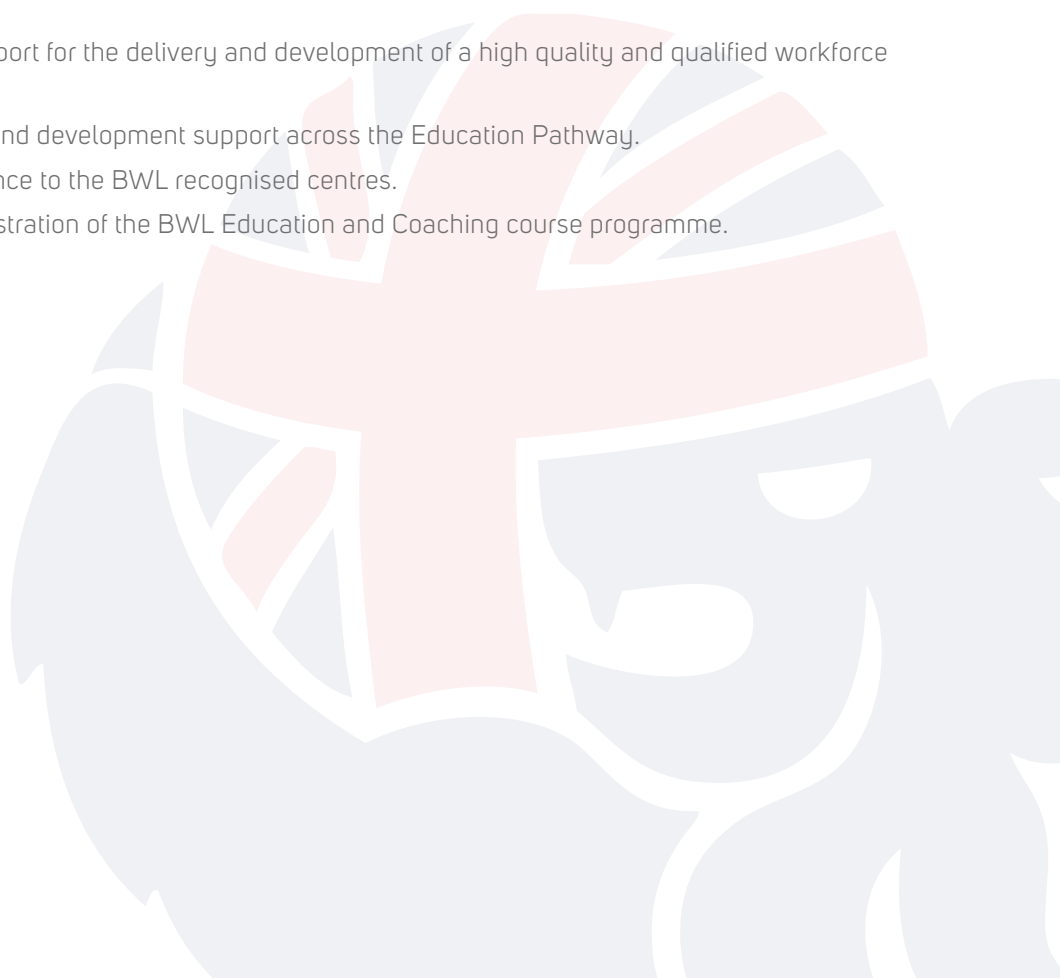
British Weight Lifting (BWL) is the national governing body for Weight Lifting and Para Powerlifting in Great Britain and Northern Ireland. Successful funding bids to Sport England and UK Sport provide a strong platform on which to build the sport. As the leading provider of lifting focused competition, education and development opportunities for lifters and coaches, BWL will enhance sport participation over the next four years as well as build on 2016 success to deliver competitive weightlifting and power lifting teams for the 2020 Tokyo Olympics and Paralympics and beyond.

JOB PURPOSE

The person selected for the role will be expected to support the BWL Education and Courses Manager on a daily basis to deliver the BWL education programme and provide general administrative assistance as required by the organisation.

OVERALL ROLE:

- » To provide administrative support for the delivery and development of a high quality and qualified workforce for British Weight Lifting.
- » To provide effective delivery and development support across the Education Pathway.
- » To provide support and guidance to the BWL recognised centres.
- » Be responsible for the administration of the BWL Education and Coaching course programme.



DUTIES AND RESPONSIBILITIES:

1. Coordinate the British Weight Lifting's Workforce Programme, including:
 - » To manage day to day activities for course and workshops
 - » To monitor and respond to email, post and telephone enquiries
 - » To monitor course and workshop take up
 - » To collate and analyse feedback
 - » To issue course and workshop certificates
 - » To arrange any retakes
 - » To process agreed expenses and prepare course income and expenditure sheets
 - » To produce sales invoices for courses and ensure payments are received.
 - » Processing course income and expenditure and ensuring data is fully up to date on the BWL financial system.
 - » Upload the course events onto the BWL system and open them for bookings.
 - » Manage course registrations through the BWL system and 1st4sport portal system
 - » Create tutor information including course registers
 - » Maintain a record of internal and external verification reports.
 - » Manage course certification through BWL system and 1st4sports centre portal system
 - » Manage tutor registrations
 - » Arrange tutors and assessors for the courses
 - » Arrange travel where required.
 - » Provide weekly and monthly reports as required.
2. Provide information, advice and support to all the partners on our workforce development programmes for staff and volunteers.
3. Promote all BWL programmes, courses and products.
4. Meet programme income targets and follow BWL financial policies and procedures
5. Represent British Weight Lifting at nominated events.
6. Report to the Coach Education and Courses Manager on all relevant aspects of the work programme.
7. Processing of the individual BWL Membership.
8. Any other duties which may be reasonably required from time to time and which are commensurate with the post.

PERSON SPECIFICATION

EDUCATION AND QUALIFICATIONS	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> » Strong team player » Ability to manage time and to prioritise work effectively » Tenacious when it comes to problem solving/ acquiring key information » Ability to work on own initiative » Excellent written and oral communication skills » Initiate and develop practices, analyse and use judgement to identify the best solution » Ability to receive, understand and convey information which requires interpretation, analysis and careful explanation to others » Strong analytical skills » Prepared to work out of normal office hours and to travel » Communicating with, and presenting to, a range of audiences » Effectively, developing and motivating a team of people » A Good level of Microsoft Office package – Word, Excel and PowerPoint 	<ul style="list-style-type: none"> » Proven negotiating skills » Strong influencing skills » Grant management/analysis of financial related grant/contract information » Assessment procedures » Quality assurance procedures » An understanding of finance and able to use Sage » Professional use of social media



HOURS OF WORK

The working hours are usually 9am – 5pm Monday to Friday with a half hour lunch with further flexibility from time to time. Some weekend cover is required for events.

BWL offers a company pension and an annual leave entitlement of 26 days plus statutory bank holidays.

HOW TO APPLY

Please send your CV with a covering letter detailing why you feel you are suitable for the role by midnight on the deadline to zoe.metcalfe@britishweightlifting.org

Interviews will commence on the **3rd May 2017**

If you have not heard from us within 2 weeks of the closing date please assume that your application has been unsuccessful on this occasion.

BWL IS AN EQUAL OPPORTUNITIES EMPLOYER

BWL is a recognised equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of age, disability, gender reassignment, marriage and civil partnership, sexual orientation, pregnancy and maternity, race, religion, belief and gender.

