



**BRITISH
WEIGHT
LIFTING**

Job Information Pack

British Weight Lifting – the National Governing Body responsible for weightlifting and para powerlifting has the following vacancy.

We look forward to receiving applications from interested and appropriately qualified individuals.

Job Title: Performance Pathway Administrator

Reports to: Performance Pathway Manager

Location: Homeworker

Closing date: 17 November 2024

Interviews: Will be held online on 21 November 2024

1st Floor Office Suite, St Ann's Mill, Commercial Road, Leeds, LS5 3AE

T: 0113 224 9402 **E:** enquiries@britishweightlifting.org



About British Weight Lifting

As the UK's recognised Governing Body for weightlifting and para-powerlifting and our role is to inspire a nation of weightlifters and para-powerlifters through exceptional leadership and expertise. We are responsible for the growth and success of weightlifting and para-powerlifting at every level. Our work sees us support a network of weightlifting bodies, clubs and gyms across the UK, as well as the thousands of people actively involved in Olympic and Paralympic weightlifting disciplines. We strive to deliver exceptional training programmes, educational structures and competitions that create opportunities for individuals to participate and excel in our sport.

Vision A new generation NGB focussing on weightlifting, para powerlifting and strength-related activities

Mission To educate inspire and create greater opportunities that appeal to a more diverse and inclusive audience resulting in greater levels of activity and a fitter, healthier and stronger nation

Approach To be: innovative, focussed, collaborative agile and insightful

Values **Care:** Maintain integrity and respectful relations with all our stakeholders, customers, partners, suppliers, employees and communities

Share: expertise, knowledge, passion, enjoyment and innovation

Dare: to make a difference to solve problems and achieve goals that drive performance and the sport forwards in a collaborative manner

Strategy

Our strategy "**STRONGER-TOGETHER**" for 2021-2025 incorporates two key strands:

BWL as an enabler and partner showcasing strength as a lifestyle:

- Advocate for Strength
- Positive Experiences for all
- Connecting Health and Wellbeing
- Connecting Communities

BWL as an enabler of sporting success:

- Membership at the Heart of everything we do
- Enabling ambition – Performance and Talent
- Workforce and People
- Innovation to Enable Broader Management



Job Description

Job Title:	Performance Pathway Administrator
Salary:	£23,810 (full time equivalent)
Hours:	Part time (16 hours - 4 mornings)
Location:	Home Worker
Responsible to:	Performance Pathway Manager

Noting the nature of a National Governing Body, the role may require work outside of normal business hours, including weekends.

Job Purpose

- The Performance Pathway Administrator will be responsible for day-to-day organisational, administrative, and logistical support to the Performance Pathway Manager and Head of Performance (Weightlifting).
- The role is of key operational importance and meeting deadlines for planning processes is essential to enable the Performance Pathway team to achieve its strategic aims and milestone targets.

Key Responsibilities

- Provide administrative support to the Performance Pathway Manager and BWL Head of Performance (Weightlifting).
- Act as the main point of contact for parents and athletes in relation to the planning and administration of workshops, training squads, camps, and online learning.
- Act as the main point of contact for booking hotels, training and catering facilities with key partners.
- Ensure that processes for capturing key information in advance of camps from athletes, staff, and parents are maintained and information shared on-time.
- Ensure that key information and schedules are shared with athletes, staff, and parents on time
- Work with the Head of Performance (Weightlifting) to co-ordinate selection and strategy meetings. Keep accurate minutes of discussions, share key actions with attendees, and communicate selection decisions with athletes.
- Maintain accurate registers of attendance for all training squads, camps, workshops and online education. Ensure that registers and other key information (such as certificates of completion) are kept up to date and stored centrally in-line with GDPR.
- Support the wider business with any projects requested.
- Demonstrate commitment and behaviours in line with the BWL values.

1st Floor Office Suite, St Ann's Mill, Commercial Road, Leeds, LS5 3AE

T: 0113 224 9402 **E:** enquiries@britishweightlifting.org



Person Specification

The person specification describes the experience, qualifications, knowledge, skills and abilities that BWL are looking for.

Essential skills/experience are:

- Excellent administrative, communication and office-based computer skills
- Excellent planning and organisation skills
- Good communication skills – written, verbal and presentation
- Ability to prioritise and maintain focus on essential tasks during busy working periods
- A team player willing to support wider projects where required
- Ability to build and maintain positive relationships with people from all backgrounds
- Competent with Microsoft office products.

Salary and benefits

- The starting salary for the position will be £23,810 (full time equivalent). Salaries are reviewed each year in April.
- 26 days annual leave (full time equivalent), which increase with length of service, plus statutory bank holidays.
- A company pension scheme.
- An annual bonus scheme.
- An Employee Assistance Programme – delivered by a third-party organisation.

Commitment to Equality

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.

Application and Selection Process

Application: Please download and complete the application form from our website: [Careers at BWL - British Weight Lifting](#) and email it to sue.ward@britishweightlifting.org along with the completed monitoring form.

Selection: Shortlisting will take place as soon as possible once applications close. Please can you indicate clearly on your application form, a telephone number where you can be contacted during office hours (9.00am – 5.00pm). Successful applicants will be contacted via email with information relating to the interview time, location and format. If you have not heard from us within two weeks of the closing date, please assume that your application has been unsuccessful on this occasion.