



BRITISH
WEIGHT
LIFTING

Job Information Pack

Job Title: Workforce Administrator

Location: Head Office, Leeds

Application Closing Date: 11 February 2019

Interview date: 20 February 2019

About British Weight Lifting

As the UK's recognised Governing Body for Weight Lifting and Para-Powerlifting, our role is to inspire a nation of Weight Lifters and Para-Powerlifters through exceptional leadership and expertise.

We are responsible for the growth and success of Weight Lifting and Para-Powerlifting at every level. Our work sees us support a network of Weight Lifting bodies, clubs and gyms across the UK, as well as the thousands of people actively involved in Olympic and Paralympic Weight Lifting disciplines.

We strive to deliver exceptional training programmes, educational structures and competitions that create opportunities for individuals to participate and excel in our sport. Whether you're an aspiring Weightlifter or Para-Powerlifter at your local club or an elite athlete competing on the international stage, we are here to help you fulfil your potential.

Our mission

Our mission is to revolutionise the way our nation engages in Weight Lifting, Para-Powerlifting, weight bearing and training activities by creating opportunities for people of all ages and abilities to participate. We believe that we can play an important role in making weight lifting a part of everyday, and a means to tackle national inactivity. In doing so, we believe we can help create a healthier, happier and stronger nation.

Our 2016 to 2021 strategy outlines how we aim to achieve these goal; our objectives are to:

- Increase national activity in weight lifting, bearing and training activities
- Promote inclusivity and diversity to create opportunities for people of all ages and abilities to easily get involved in the sport
- Become global leader in Weightlifting, on and off the platform
- Maximise investment, partnerships and good governance to drive the growth of the sport

Do you want to read the full British Weight Lifting strategy document or any of our

Governance policies? *Please visit our website* – www.britishweightlifting.org

Our Values

The Board and employees of BWL are passionate about, and committed to, working to our set of values:



CARE



SHARE



DARE

Care maintain integrity and respectful relations with all our stakeholders, customers, partners, suppliers, BWL 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

Job Description

Job Title: Workforce Administrator

Salary Range: £18,000 - £20,000

Location: BWL Head Office, Leeds

Responsible to: Head of Workforce

Main purpose of the Job:

- To support the Workforce Team with co-ordinating the workforce packages and services, in line with best practice, agreed processes and deadlines
- To support the Competitions Team with provision of effective administrative and good quality customer service support
- To support the BWL customers and members with enquiries and queries to ensure a high-quality experience and act as a first point of contact

Key Responsibilities:

- To co-ordinate the workforce packages and services, including booking of courses, venues, liaising with external workforce, processing bookings and membership processing.
- Maximise data collection and maintaining correct documentation for attendance.
- Increase and improve the current opportunity to attend by increasing the number of courses and venues
- To provide support to the competitions team including updating systems with competition related data, maintaining competition documentation and dealing with queries
- Maximise data collection with customers and partners through accurate reporting and effective use of BWL systems

- Providing customer service support to increase the operational efficiency of workforce and competitions in order to help achieve financial targets and strategic goals
- Maintain the BWL E-learning platform, ensuring appropriate access for learners, tutors and ensuring courses are up to date for processing results, grades and assessments
- To assist the finance team in the processing of workforce and competitions finances as required
- To develop and provide regular monthly reports to contribute towards the monthly management reports and operational plan
- To respond to workforce and competition enquiries from customers, members, athletes, coaches, officials, clubs and suppliers (via email, telephone and post) and provide effective and informative customer service support
- To attend workforce events and competitions as required and provide appropriate support services during the event
- Implement operational plans to maximise revenue generation and meet annual targets.
- Any other general tasks to support the work of BWL

Person Specification

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

Essential:

- Experience of working in an administrative and customer service role and understanding of general administrative systems
- Excellent listening, communication and interpersonal skills that allow you to advise, help and inform customers clearly
- Excellent time management skills with the ability to meet deadlines
- Excellent organisational and planning skills in order to deal with a number of tasks efficiently

- Ability to work independently but also as part of a team
- Good problem-solving skills
- Good IT skills especially Microsoft Office packages
- Be pro-active, forward thinking with an enthusiastic and flexible approach

Desirable:

- An interest and enthusiasm for sport
 - Knowledge of courses administration, qualifications and/or e-learning systems
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Salary and benefits

Company benefits:

- The starting salary range for the position will be £18,000 - £20,000, depending on experience and qualifications. Salaries are reviewed each year in April.
- BWL offers 26 days annual leave, plus statutory bank holidays.
- BWL offers a company pension scheme.

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 complete the application form and post it to:

Recruitment, British Weight Lifting, 1st Floor Office Suite, St Ann's Mill, Kirkstall Road, Leeds, West Yorkshire, LS5 3AE

Or alternatively you can email it to contact@britishweightlifting.org.

Selection:

Short-listing will take place as soon as possible once applications close. Please can you indicate clearly on your application a telephone number where you can be contacted during office hours (9.00 am – 5.00 pm).

Successful applicants will be contacted via email/letter with information relating to the interview time, location and format.

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.



Application form

Role for which you are applying:	
Your Application Please indicate where, or from whom, you learnt about this post:	
Reasons for Application (please continue on a separate sheet if necessary):	
Have you previously applied for a position with British Weight Lifting? If yes, please give details of the post and relevant date(s):	
Professional Qualifications This could include Professional membership(s) and grade from professional institutions, CPD and work based learning:	
Further Education This could include any qualifications obtained after leaving school. Please give dates, names of college/university and the name of the course/degree:	
Secondary Education Schools attended after the age of 11, with dates: Qualifications gained, with relevant subjects:	

Employment History (Full- and Part-time)

Please complete the table below, starting with your most recent job or the job you now hold, please list positions in chronological order. Service in the forces should be included. Please give details and any helpful explanatory details. Give reasons for any gaps in employment. Please insert additional pages if required.

From		To		Please State Whether Full-time, Part-time or Work Experience (If part-time, please state number of hours per week.)	Job Title	Employer, Location and Nature of Business	Briefly Outline Your Responsibilities/Duties (Please continue on a separate sheet of paper, if necessary.)	Reasons for Leaving/Wishing to Leave
Month	Year	Month	Year					

<p>Leisure Interests or Hobbies Please indicate any positions of responsibility you have held:</p>	
<p>Driving Licence Do you hold a current, clean, full driving licence?</p>	
<p>Supporting Information Using clear, identifiable examples, please demonstrate how you meet the criteria indicated on the person specification/job description:</p>	
<p>Employment Please state when you would be able to start:</p>	

Personal Details	
Surname:	
Forename(s):	
Title (e.g. Mr, Mrs, Ms, Dr):	
Address:	
Email address:	
Telephone number (evening):	
Telephone number (daytime):	
Referees	
Please give two referees to whom application for confidential references may be made. At least one should be a previous employer or, where relevant, an academic referee. References will be taken up only in respect of candidates invited for interview.	
Name: Position held: Organisation: Address: Email address: Telephone number: May we seek a reference prior to interview? Yes <input type="checkbox"/> No <input type="checkbox"/>	Name: Position held: Organisation: Address: Email address: Telephone number: May we seek a reference prior to interview? Yes <input type="checkbox"/> No <input type="checkbox"/>
Declaration	
To the best of my knowledge, the information on this application form is correct, and I understand that BWL reserves the right to withdraw any offer of employment, or to terminate employment already commenced, if the information given by me is inaccurate or misleading in any way.	
Signed:	Date:



Optional Equality and Diversity Form

Please tick this box to confirm your consent for BWL to use the following data for monitoring and evaluation purposes

Equal Opportunities in Employment Policy: BWL is committed to the principles and practices of equal opportunities, both as an employer and in the delivery of services. Employment opportunities, programmes, products and services are available to all sections of the community. We are an equal opportunities employer, and we intend that no job applicant or employee shall receive less favourable treatment because of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including ethnic origin, colour, nationality and national origin), religion or belief, sex or sexual orientation or by any other condition or requirement that cannot be shown to be justifiable.

Monitoring: You are requested to tick the relevant boxes below to enable BWL to monitor its equality and diversity. This information is used for no other purposes and will be separated from your application form and treated as confidential. BWL respects a person’s right not to disclose such information related to the protected characteristics. Giving information in this section is, therefore, not compulsory.

Role applied for: _____

1 Ethnic Origin: Choose one category from A–F and then tick the appropriate box to indicate your cultural background.

<p>A White</p> <p>British <input type="checkbox"/></p> <p>English <input type="checkbox"/></p> <p>Irish <input type="checkbox"/></p> <p>Scottish <input type="checkbox"/></p> <p>Welsh <input type="checkbox"/></p> <p>Gypsy or Irish Traveller <input type="checkbox"/></p> <p>Any other white background: <input type="checkbox"/></p> <p>-----</p> <p>B Mixed</p> <p>White and black Caribbean <input type="checkbox"/></p> <p>White and black African <input type="checkbox"/></p> <p>White and Asian <input type="checkbox"/></p> <p>Any other mixed background: <input type="checkbox"/></p> <p>-----</p>	<p>C Asian or Asian British</p> <p>Indian <input type="checkbox"/></p> <p>Pakistani <input type="checkbox"/></p> <p>Bangladeshi <input type="checkbox"/></p> <p>Chinese <input type="checkbox"/></p> <p>Any other Asian background: <input type="checkbox"/></p> <p>-----</p> <p>D Black or black British</p> <p>Caribbean <input type="checkbox"/></p> <p>African <input type="checkbox"/></p> <p>Any other black background: <input type="checkbox"/></p> <p>E Other ethnic group:</p> <p>Arab <input type="checkbox"/></p> <p>Any other background: <input type="checkbox"/></p> <p>-----</p> <p>F Prefer not to say <input type="checkbox"/></p>
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2 Disability

The Disability Discrimination Act (2005) defines a disabled person as anyone with “a physical or mental impairment that has a substantial and long-term adverse effect upon his/her ability to carry out normal day-to-day activities”. Do you consider yourself to have a disability?

Yes No Prefer not to say

If yes, what is the nature of your disability?

3 Gender

Gender monitoring is key to ensuring that all employees have access to the same opportunities, and BWL is committed to working to achieving this.

Male Female

Prefer not to say

4 Age Group

Age discrimination regulations in the workplace are designed to ensure that you are judged only by your abilities and not your age. By monitoring age, we seek to uncover these and other assumptions in the way we work. Therefore, please tick the appropriate box to indicate your age band:

<15 15–20

21–25 26–30

31–35 36–40

41–50 51–60

61–70 70+

Prefer not to say

5 Sexual Orientation

Monitoring sexual orientation in our staff and recruits is a significant step towards acknowledging gay, lesbian and bisexual staff within BWL. BWL seeks to become an exemplary employer and ensure its processes and practices are fair to all staff.

Bisexual

Gay man

Gay woman/lesbian

Heterosexual/straight

Other

Prefer not to say

6 Religion

BWL is committed to ensuring fairness and equal access for all employees whatever their faith or beliefs. Below is a list of religions that are those most commonly found in Britain. Please tick the box that best describes you:

Buddhist

Christian

Hindu

Jewish

Muslim

Sikh

Other

Please state:

No religion

Prefer not to say

7 Marriage and Civil Partnership

Please advise if you are currently married or in a civil partnership:

Married

Civil partnership

Single

In a partnership

Prefer not to say

8 Gender Reassignment

Please advise if you are any of the following:

Transsexual with acquired gender of male

Transsexual with acquired gender of female

Neither

Prefer not to say