

# JOB DESCRIPTION & PERSONAL SPECIFICATION



## General Information

<b>Job Title</b>	Ulster High Performance Administrator	<b>Reporting To</b>	Ulster High Performance Coach
<b>Hours</b>	40 hours per week - flexibility required	<b>Contract Type</b>	Fixed-Term until 31 <sup>st</sup> March 2023 (extension subject to future funding)
<b>Remuneration</b>	£20,000-£23,000 depending on experience		

## Job Purpose

The main role Ulster High Performance Administrator is to coordinate all aspects of the Ulster High Performance Unit including Training and Competition, Camps, Athlete & Coach Development, Finance Preparation and liaising with Stakeholders and Funders.

## The Person

The IABA Ulster High Performance Unit is currently looking for dynamic member of staff to join our team. The person will be highly organised with the ability to multi-task and manage their time in the most efficient way possible. You will also have a high level of verbal and written communication skills.

## Roles & Responsibilities

### Training and Competition

- Compile annual calendar for training and competitions and amend as appropriate.
- Oversee selection of athletes ensuring the policy is followed.
- Communicate effectively with athletes, club coaches, and Ulster Council regarding training, selection, and travel.
- Compile all personal information required from the competition organiser
- Complete all booking for training facilities.
- Arrange travel and hospitality for traveling teams as well as liaise with the team travel pre, during and post camp/competition.

### Home Camps

- Source accommodation, catering, and facilities appropriate for camp.
- Liaise with coaches to plan the camp to fit their objective.
- Liaise with visiting nations regarding all info the camp plan, travel arrangements, team list, invoices, hospitality, and any additional requirements.
- Liaise with suppliers regarding the operations to ensure a smooth running of the camp.
- Coordinate the operations during the camp and having good relationships and communication with all team coaches involved.
- Provide overall camp plan, daily sparring lists and medical updates to all coaches.

### Athlete Development

- Assist coaches in administration tasks surrounding athlete development.
- Assist with athlete management in conjunction with coaches & support staff.
- Assist in the development of the athlete profiling system to aid the development of athletes.
- Organise educational opportunities for athletes during camps or training.
- Liaise and coordinate service providers to assist with athlete development.
- Aid the development of a new pathway programme within Ulster High Performance in partnership with the Ulster Council.

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- Oversee athlete profiling system to ensure consistency throughout.
- Assist coaches with Talent ID by providing results and other forms of monitoring.
- Assist in delivering a clear High-Performance Pathway within Ulster.

## Service Providers

- Liaise with all service providers to ensure efficiency of the service level for athletes and coaches.
- Circulate the calendar and liaise with all service providers the level of service required for each element of the calendar.
- Liaise with the National programme when service providers are being utilised to ensure there is no cross overs.
- Prepare service request for Sport NI annually.
- Coordinate service level agreements

## Coach Development

- Oversee and coordinate the pilot Coach Development Programme.
- Assisting in the development of resources for the programme by compiling information provided by lead coaches, coach developers and service providers.
- Ensuring all coaches who are involved with the programme is Access NI completed.
- Collecting personal information in line with GDPR.
- Liaising effectively with coaches regarding boxing training, travel, and coach development programme.
- Liaising with Ulster council & workforce development officer on the progress of the programme.

## Finance

- Prepare monthly and year end reports for financial controls.
- Liaise effectively with the finance officers and support staff for all financial matters.
- Responsible for financial preparation and monitoring of the Sporting Winners and athlete award programme.
- Maintain a record of all transactions, invoices and PO's.
- Liaise effectively with suppliers for invoices.
- Prepare and coordinate all aspects of financial claims as well as collating reports internally and for stakeholders.

## Stakeholders and Funding

- Key contact for athletes, club coaches and Ulster Council in relation to operations.
- Prepare all funding applications and liaise effectively senior management and funders to ensure completion of submission.
- Key contact for external bodies such as Sport NI & Commonwealth Games
- To complete all monitoring forms including financial claims and providing samples when required.

## General

- Create processes and protocols when appropriate.
- Record all staff information to liaise with Dublin Head office including holidays, HR forms.
- Covid officer for Ulster High Performance
- Identify team tracksuits and complete orders.
- Liaise effectively with High Performance, Head office and stakeholders.
- Compile all information requested by the Head Coach and assistant coach.
- Assist with selection of teams for international travel.
- Coordinate day to day tasks to ensure the effective running of High Performance.
- Liaise with service providers in relation to all relevant operational matters.

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- Assist in Identifying potential areas of improvement for the programmes and monitoring progress.
- Assist coaches with new ideas to assist the growth of the programme.
- Assist with the design and delivery of new programmes such as the coach and athlete development programme.

## Flexibility Clause:

- This is a description of the job as it is constituted at the date shown. It is the practice of this organisation to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes.
- This procedure will be conducted by the appropriate manager in consultation with the postholder.

## Variation Clause:

- In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the IABA reserves the right to make changes to your job description following consultation.

## Personal Specification

### Requirements – Qualifications

#### Essential

- \*A degree or equivalent 3<sup>rd</sup> level qualification which can be proven relevant to the post

#### OR

- Minimum of 5 GCSE's Grade C or above (or equivalent), including English and Mathematics AND 4 years relevant experience below

#### Desirable

- Full Driving Licence

\*\* Please note where a prospective applicant does not have a degree we will also consider applications where a candidate has 4 years' demonstrable experience in the criterion below

### Requirements - Experience

#### Essential

- \*2 years' demonstrable experience of coordinating projects or programmes
- \*2 years' demonstrable experience of carrying out financial tasks and procedures
- \*2 years' demonstrable experience of supporting athletes and coaches

#### Desirable

- 2 years' experience of liaising with funders and completing financial claims

### Requirements – Knowledge

#### Essential

- Excellent knowledge of IT packages including working with databases, spreadsheets, word processing and presentation packages
- Sound understanding of Project Coordination
- A knowledge and understanding of sports participant and performer pathways

#### Desirable

- Knowledge of coaching structures, club structures and competitive opportunities specific to boxing.

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## Requirements – Personal Characteristics

- Excellent organisational and planning skills
- Excellent oral, written communication and listening skills
- Excellent administrative skills
- Ability to work under pressure and meet tight deadlines
- Have an outgoing and dynamic personality
- Ability to work by yourself unsupervised and part of a team
- Flexibility and adaptability
- Punctual
- Reliable

## Requirements – Circumstances

- Must be able to work additional hours, some of which may be in the evening, at the weekend or short notice
- Access to a form of transport which must be insured for use when travelling on IABA business
- Willingness to undertake travel including overnight stays
- Be willing to undertake an Access NI check
- Ability to work in the UK