



JOB DESCRIPTION

JOB TITLE:	Programme Administrator
RESPONSIBLE TO:	BVF Performance Programme Manager
RESPONSIBLE FOR:	No line management responsibilities
BUDGET RESPONSIBILITIES:	None
SALARY BAND:	£18,750 - £21,000 pro rata (depending upon experience and working arrangements)
TYPE OF CONTRACT:	Fixed until 30 September 2012 The BVF is an equal opportunities employer Part-time/job share/secondments will all be considered
HOURS OF WORK:	Such hours as are necessary to fulfil the duties. This will involve a minimum of 37 hours per week, and may include work in evenings and on weekends and public holidays, as required
EMPLOYER:	The British Volleyball Federation Ltd (BVF Ltd)
PROBATIONARY PERIOD:	Three months
LOCATION:	BVF Performance Office in Sheffield. Also to include time away from the office base, at seminars, training and preparation camps, and other BVF Ltd events - some of which may be overseas - as required.
APPRAISAL:	Annual

Job Purpose:

The Administration Officer has responsibility for providing a range of administrative support to the World Class Volleyball Programme (WCVP) and to the BVF Ltd's Performance Programme Manager. He/she will ensure the timely, high-quality and effective delivery of these functions, with a view to ensuring the efficient administration and delivery of the WCVP.

Role Summary:

The post holder will contribute to the achievement of the performance targets, aims and objectives of the BVF Ltd and the WCVP through the following:

1. Providing comprehensive and efficient administrative support services to the WCVP and to the Performance Programme Manager;
2. Providing such other administrative and office support as may be required from time to time.

KEY RESPONSIBILITIES:

- To provide logistical support to the WCVP, including through:
 - Costing, securing and booking venues for training camps and sessions
 - Costing, securing and booking hotel accommodation and other required facilities
 - Costing and booking travel arrangements for training and competition
 - Liaising with the coaches, support staff, team managers and squad members in respect of the above
- To provide administrative support to the Performance Programme Manager, including through answering phones, distributing post, word processing, preparation of PowerPoint presentations, drafting of letters, electronic communications, minute-taking, setting up and maintaining excel spreadsheets, data input into databases, file management, diary management, photocopying, faxing, and any other related duty
- To act as first point of contact for incoming queries in regard of the WCVP from athletes, coaches and support staff, volunteer staff, external agencies, and the general public
- To record, filter, disseminate and communicate all incoming and outgoing matters to the Performance Programme Manager, taking follow-up action where appropriate.
- To facilitate communication generally and more broadly within the WCVP, and within the BVF
- To establish and maintain efficient office administration procedures that ensure the effective processing of workloads
- To organise meetings on behalf of the Performance Programme Manager and other WCVP staff, and to attend these where required to record minutes, manage administration, assist with reports, etc.
- To make travel and hotel accommodation arrangements for the Performance Programme Manager and other WCVP staff, in line with agreed guidelines and procedures
- To assist in the maintenance and delivery of policies and procedures in the areas of human resources, health and safety, etc.
- To liaise with the BVF Ltd finance function over the processing of invoices and other financial information
- To attend all meetings, workshops and seminars, whether internal or external, regional or national, which are reasonably deemed to be relevant to the fulfilment of the demands and responsibilities of this role
- To maintain the highest standard of professional conduct at all times with clients and colleagues
- To follow Health & Safety procedures laid down by BVF Ltd in order to ensure the personal safety of self, colleagues and others.
- To carry out any other duties which are reasonably deemed to be consistent with the demands and responsibilities of this role

This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and may be amended from time to time in the light of the changing needs of the organisation through appropriate processes of consultation and the mutual agreement of both parties.

iii. PERSONAL SPECIFICATION – PROGRAMME ADMINISTRATOR

ESSENTIAL	DESIRABLE
<p>Qualifications</p> <ul style="list-style-type: none"> • Minimum of four GCSE passes (or equivalent), including English and mathematics 	<ul style="list-style-type: none"> • Professional qualification in business administration, or appropriate secretarial equivalent • Full, clean driving licence
<p>Experience</p> <ul style="list-style-type: none"> • One to two years' experience of providing administrative and/or secretarial support to more than one executive • One year's practical experience in a fast-moving, variegated, multi-task environment • Experience of implementing administrative/office procedures • Experience of corporate bookings of travel and accommodation • Experience of taking minutes • Experience of maintaining databases 	<ul style="list-style-type: none"> • Experience of working in a sports or sports-related organisation • Experience of assisting with budget management
<p>Knowledge</p> <ul style="list-style-type: none"> • Excellent general knowledge 	<ul style="list-style-type: none"> • Basic knowledge of sport, and its operation at the higher levels
<p>Skills</p> <ul style="list-style-type: none"> • Highly computer literate in Microsoft Office (Word, Excel, Access, Powerpoint) and Outlook • Effective keyboard skills, at least 50 wpm • Ability to work alone, as well as part of a team • An eye for detail, including when under pressure • Ability to self-organise, manage time, prioritise work and meet deadlines • Strong inter-personal and verbal/ written communication skills 	<ul style="list-style-type: none"> • Experience of using a Content Management System for maintaining websites
<p>Personal qualities</p> <ul style="list-style-type: none"> • Integrity and honesty • Ability to gain the confidence and respect of others • Calmness under pressure • Committed, enthusiastic and motivated • Willingness and desire to entertain new ideas and seize opportunities • Willingness to accept and encourage constructive challenges 	