

JOB PROFILE – ENGLAND ATHLETICS

JOB TITLE:	Regional Coordinator (Administrator) – South West
REPORTS TO:	Regional Manager
DIRECT REPORTS TO THIS JOB:	None
KEY INTERFACE WITH:	England Athletics team e.g. Regional Performance & Development Co-coordinator, Regional Council, Clubs, Schools, Volunteers, County Partnership teams & UKA support staff
JOB BASED AT:	Exeter Golf and Country Club, Exeter
BUDGET RESPONSIBILITY:	None
OVERALL PURPOSE OF JOB:	To provide secretarial & administrative support, to the Regional Manager and the regional teams. The incumbent would effectively be a key conduit for communications between all people and groups involved in athletics in the South West
KEY RESPONSIBILITIES:	<p>Establish manage & maintain the Regional information database & produce appropriate reports</p> <p>To set up and maintain the filing systems, whether paper or electronic based.</p> <p>To help maintain regional budget and financial reports and KPIs.</p> <p>To ensure all external & internal communications are dealt with effectively and to set up and maintain regional communication systems including contributing to regional web site, newsletters etc</p> <p>To provide the right administrative information at the right time for all regional staff, clubs, schools & athletes</p> <p>To provide administrative support and information for the Regional Council</p> <p>Supporting the organising and coordination of the Regional Coaching Squad admin e.g. dates, venues, coaches, contracts, payment etc</p> <p>Supporting the organising of the coach/official/volunteer training & courses</p>

Attend meetings contribute and be totally involved with the compilation of the Regional plan and its delivery

Apply appropriate company financial procedures e.g. Purchase orders and invoices are correctly processed

Support funding applications

To advise the Regional Manager of improvements, to any system or process, to improve the performance of the region

To provide the specified work to the required standard at the required time

Any other duties appertaining to the role, as is reasonably required from time to time by your line manager

SUCCESS CRITERIA

Feedback from all customer interfaces on the impact of this role

MEASUREMENTS

All work produced to the organisations required standards & at the required time

PERSONAL PROFILE

LEADERSHIP:	N/A
COMMUNICATION:	Communicates at all levels effectively & clearly. Good written communicative style & excellent verbal skills
STRATEGIC AWARENESS:	Understands the importance & breadth of work being carried out. Understands the customers groups
DRIVE & ENERGY:	Self motivated to produce results even through adversity. Positive in approach.
PLANNING & DECISIONS:	Develops effective plans to ensure work is completed to timescales. Can prioritise effectively & recognise what needs referring and what can be dealt with. Able to positively challenge
INTEGRITY:	Treats people with respect. Protects & recognises confidentiality & information. Adheres to the company policies & loyalty to the company
CUSTOMER FOCUSED:	Consults with customers, delivers service excellence. Looks for continual improvements
SKILLS & EXPERIENCE:	Computer literate in respect of Office 2000 products. Has some experience of computer database management. Experience in an administration role, background in sport or knowledge in sport science would be helpful, although not essential
SPECIFIC REQUIREMENTS:	None

EMPLOYMENT BENEFITS

JOB TITLE:	Regional Coordinator (Administrator) – South West
SALARY:	£12,000- £16,000
TENTURE:	Permanent
ANNUAL PAID HOLIDAY:	25 days plus statutory
HOURS:	35
OTHER BENEFITS:	Contributory Pension Scheme

Regional Coordinator (Administrator) – South West

Other than standard Admin support, the incumbent would effectively be the “face and voice” of the South West team and a key conduit for communications between all facets of Athletics in the South West

Specifically the role would include:-

- Communications including emails, web site and newsletters
- Establish & monitor Regional information database including
 2. Club/school details
 3. Participants – U11,13,15,17,20,23,seniors
 4. Coaches – personal profile, Training Needs Analysis
 5. Officials – personal profile, Training Needs Analysis
 6. Volunteers – personal profile, Training Needs Analysis
regular direct communication with 3,4 & 5 above to monitor number/levels of coaches/officials/volunteers etc
 7. Tracks ; where are they, condition, level of certification etc
 8. Clubmark, Clubs:future, Elevating Athletics, PESSCL progress
- Establish and administer the athlete tracking programme
 1. Regional and county squad participants – who, what, where to produce regional rankings
- Organising and coordinating the Regional Coaching Squad admin e.g. dates, venues, coaches, contracts, payment etc
- Supporting/organising the coach/official/volunteer training & courses i.e. (RETA activities)
- Attend meetings contribute and be totally involved with the compilation of the Regional plan and its delivery
- Regional budget monitoring
- Monitor KPI progress
- Supporting funding applications

