

Performance Director and coaches as necessary on all aspects of logistical support to the squads and teams in relation to specific competitions and training camps.

- Liaise with travel agents and service providers relating to the administration of GB Boxing teams and related secretarial support, and the advance circulation of travel and other arrangements to team members.
- Completion of all related documents as required by competition organisers including entries, hotel and accommodation, travel and visa applications. Generate individual travel schedules of requirements for athletes and staff to support a best cost policy.
- Dealing with athlete and staff appearances, liaising with the Media Consultant and Performance Director.
- Administrative support to the CEO for Board meeting and AGM preparation
- Liaising with GB Boxing charity partner, collating information and coordinating events on their behalf
- Organising medical appointments for athletes, working closely with the Head of Performance Sport and Sport Science practitioners
- Administrative support to British Lionhearts team at World Series Boxing home events
- Participating in ad hoc projects and events across the organisation.

COMMUNICATIONS

- Working with the Media Consultant and colleagues to deliver the agreed communications strategy and associated campaign plans
- Drafting communications including social media posts, articles, and newsletters
- Updating and maintaining the GB Boxing website with responsibility for improving user experience
- Managing GB Boxing social media channels on a day-to-day basis (Facebook, Instagram and Twitter)
- Responding to the general enquiries via social media and website

British Amateur Boxing Association is an equal opportunities employer, welcoming applications from all sections of the community

PERSON SPECIFICATION

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Educated to GCSE level (maths and English) • • Fully computer literate, including high level use of Microsoft Outlook, word, excel, access, PowerPoint and internet 	<ul style="list-style-type: none"> • UK driving licence holder • A level or degree level qualification
Experience	<ul style="list-style-type: none"> • Excellent written and verbal communication with interpersonal skills capable of building rapport and trust easily • Have demonstrated success in the administration field • Experience of working unsupervised in an office environment • Experienced administrator able to solve problems and provide solutions 	<ul style="list-style-type: none"> • Understanding of and experience within high performance sport
Skills/Behaviours	<ul style="list-style-type: none"> • Ability to work well under pressure, prioritise work and meet deadlines • Flexibility and adaptability • Good interpersonal and communication skills at all levels • High degree of improvement focus and attention to detail • Commitment to equity and diversity 	<ul style="list-style-type: none"> • Willingness to work irregular hours and travel as the job dictates • Interest in boxing or sport