

Programme Operations Assistant

Location: Sheffield (office based)

Salary: £24K to £26K

Reports to: Programme Operations Manager

Time commitment: Full-time

SUMMARY

Boxing is one of the oldest sports in the world and has featured in the Olympic Games since 1904. GB Boxing has a successful record of winning Olympic medals, winning 16 medals since its formation in 2008, including 6 golds. The objective of GB Boxing is to win medals at the Olympic Games at LA 2028, and in other major international competitions. To achieve this objective, GB Boxing must build upon recent successes and deliver a World Class Programme (WCP) that identifies the best boxers and supports them in achieving further medal-winning success.

JOB PURPOSE

GB Boxing is seeking to appoint a Programme Operations Assistant. The post holder will work closely with the GB Boxing Operations Team and support their requirements and undertake administrative duties that support the day-to-day operation of the WCP.

The post is full time Monday – Friday 9am-5pm. The position is office based solely at GB Boxing, EIS, Coleridge Road, Sheffield, S9 5DA.

MAIN RESPONSIBILITIES

Administrative duties

1. Provide administrative support to the WCP and its staff.
2. Organising of domestic training camps including camp planner, accommodation, catering, rooming lists and coaches' paperwork.
3. Maintaining and updating programme documentation including boxer and staff records.

4. Coordination of meetings, including diary invites, booking rooms and catering.
5. Organising the weekly team and planning meetings and taking minutes.
6. Dealing with phone enquiries and managing the info@gbboxing.org mailbox, liaising with relevant staff for information gathering and drafting replies.
7. Ordering, stock check and distribution of all clothing and equipment for boxers, staff and WCP.
8. Collating of staff and boxer kit for competitions.
9. Booking of domestic accommodation and travel for staff and boxers, including trains, car parking, hotels, flights and ordering rail cards.
10. Managing the athlete accommodation facilities e.g., fixtures and fittings, energy meter readings, health and safety processes, liaising with domestic staff and maintenance staff.
11. Completing six monthly audits of the athlete accommodation and ordering consumables, kitchen supplies, bedding and furniture.
12. Ordering and stock check of all gym equipment, office stationery and office equipment.
13. Supporting the Coaching team and Programme Operations Managers with health and safety processes for the GB Boxing gym.
14. Dealing with coach and athlete enquiries.
15. Collation of board papers on behalf of CEO for GB Boxing board meetings.
16. Complete *ad hoc* projects and events across the organisation, including GB Boxing Awards night.

The above list is not regarded as exclusive or exhaustive, as there may be other duties and requirements commensurate with the post and grade which the employee may be required to perform from time to time.

ROLE COMPETENCES

The ideal candidate would be a self-starter, forward-thinking, have strong planning and organising skills, and the ability to manage deadlines in a fast-paced environment. This is a busy role and requires someone who can actively prioritise, be proactive and demonstrate initiative in



supporting colleagues. It is necessary to be flexible and adaptable and responsive to the requirements of the programme.

We're looking for someone with:

1. Excellent day to day organisational, project management and programme implementation skills that can problem-solve under tight time scales.
2. An accurate and thorough approach, with an eye for detail and with excellent written and spoken communication skills.
3. Time management skills and the ability to prioritise work effectively.
4. Experience of working effectively as part of a team.

HOW TO APPLY

If you feel that you have the right attributes to succeed in this role, please forward your CV and a covering letter outlining how you feel your skills and experience would make you an ideal candidate.

Closing date for applications will be Monday 22nd September, and applications should be sent by email to: hr@gbboxing.org.uk.

We would also appreciate it if all applicants could complete the online equality monitoring form in the link below.

[Equality Monitoring Form](#)

GB Boxing believes in fairness and equity and values diversity in all its dealings. We welcome applications from suitably qualified and eligible candidates irrespective of age, disability, gender / gender reassignment, marriage / civil partnership, pregnancy / maternity, race, religion or belief, sex, or sexual orientation

CONTACT GB BOXING

If you would value an informal conversation about the application process, please email hr@gbboxing.org.uk to arrange a phone call.

GB BOXING

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