



Registered Office
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Company Number: 4190868
Email: admin@britishwrestling.org
www.britishwrestling.org

British Wrestling Association (BWA)

Job Description:	BWA Administrator / Academy Manager
Reports To:	Chief Executive
Location:	The British Wrestling Academy, Salford, M7 1RQ
Hours:	This role is 37.5hrs per week. The role will not be paid overtime. If the role-holder works in excess of 37.5 hours per week the role-holder may utilise this extra time as time off at a time that is mutually convenient to the role-holder and Employer. Due to the nature of the work the role-holder is required to be very flexible: He/she may need to work different hours every week which will regularly include evenings, weekends e.g. for tournaments) and bank holidays
Salary:	£20-25k dependent on experience
Contract	Permanent, subject to probation period of 6 months
Responsible for:	No direct reports

1 Purpose

This is a key role within the BWA, responsible for ensuring that the internal and external faces of the Association are professional and responsive. The role covers three main areas:-

- Fulfilling the administrative functions of the Association with integrity and in an efficient and timely manner. This is a position of trust and influence.
- Local management of the British Wrestling Academy
- Supporting delivery of Sport England outcomes

2 Accountabilities/Responsibilities - Administration

2.1 Administration - General:

- Deal with all internal and external correspondence and telephone calls, and where appropriate, refer these to the relevant member(s) of the Board, Executive, membership Secretary, etc.
- Maintain a calendar of events to ensure that BWA has a clear forward view of tournaments and club events
- Regularly update British Wrestling website with competition results, upcoming events and other pertinent information.
- Coordinate Safeguarding Officers/Referees/Officials for overseas travel, including maintenance of correct ratios of staff athletes according to regulations
- Coordinate delivery of BWA courses, collection of fees, interface with participants' bursary orgs etc.
- Manage Memberships/Licence applications/renewals, e.g. with United World Wrestling (UWW) and other partnership organisations

- Assist the Board, Executive, the England Team Leader and England National Coach with correspondence, meetings, team travel arrangements (see liaison item below) and communications
- Develop and maintain trusting relationships with BWA members, clubs and other relevant bodies e.g. United World Wrestling, Sport England, UK Sport as directed by the Executive
- Monitor partner organisations (UWW, Sport England, UK Sport, Sport & Recreation Alliance, National Council of Voluntary Organisations) updates to ensure BWA kept up-to-date with changes to legislation, and update BWA Companies House records
- Support the Non-Executive Director (Marketing and Communications Portfolio) and Chief Executive with information from across British Wrestling to enable timely internal and external communication to promote BWA
- Assist with the production of reports, including sourcing of graphics and photos to enhance presentation
- To uphold and support BWA's mission and values
- To work in line with BWA's policies and procedures, in particular those relating to Health and Safety, safeguarding, equality and diversity, respect and dignity and confidentiality
- To maintain continuous professional development and to attend training courses and other learning events as identified as required for the role
- To arrange and participate in, as requested, organisational meetings, tournaments, away days etc
- Undertake any reasonable task as requested by the Executive

2.2 Administration - Liaison with Outside Specialists:

- Liaise with **Travel Outsource Partner**
 - to ensure that athletes/officials visas/travel to training camps and competitions is supported and is appropriately invoiced
 - to ensure operational support provided e.g. Salford accommodation, visas, training camp booking/admin
- Liaise with **Financial Outsource Partner** to ensure that expenditure is correctly coded and that expenses and invoices are paid in a timely manner

2.3 Administration - Finance:

- Work with Management Accountant and Financial Outsource Partner to generate management accounts and quarterly budget submissions (together with explanations of variance) by deadlines, in close cooperation with Chief Executive, to the satisfaction of the Non-Executive Director (Finance Portfolio)
- Collate all invoices, ensuring authorisation/coding and send to Financial Outsource Partner for payment, according to payment authorisation levels set out in the BWA Finance Manual
- Handout cash advances required for overseas travel by coach



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3 Accountabilities/Responsibilities - Academy Manager:

- Hold a key and, together with other Academy users, open/close the Academy on time each day
- Maintain a booking system/schedule for Academy users and manage subscriptions for Academy usage
- Promote usage of Academy and liaise with community groups local to Academy
- Other tasks commensurate with the smooth running of the facility

4 Specialist Role:

- Act as the BWA's Equality Officer with overall day-to-day responsibility for the implementation of the Equality Policy and for achieving any equality related actions resulting from it. Liaise with the Board Equality Champion.

5 Contacts:

- Internal: All members of the BWA, Home Nations personnel, Executive, Board
- External: Members of the public, other Sports Governing Bodies, Suppliers, the various Sports funding bodies, UWW

Prepared by

Date

Approved by

Date