

## Role Profile

Job Title:	Competition Coordinator (Non-Olympic)
Salary/Banding:	Band 1 - £17500 - £22500 (pro rata) depending on experience
Type of contract:	Fixed Term 1 Year, 20 hours a week
Department:	Development
Location:	Cardiff Office and possibility of remote hybrid working Expectation of travel across Wales and requires weekend working
Reporting to	Pathway Manager

## Role Summary

The Competition Coordinator will be responsible for supporting and administrating pathway programmes within Wales. The role will deliver a high-quality customer experience to all.

### Main areas of responsibility

#### 1. Support and administrate the national and area competitions for the Non-Olympic disciplines

Typical Activities:

- Liaise with relevant personnel to ensure appropriate level of documentation is completed
- Set up the competition entry system and ticket sales for competitions and events
- Record all income and expenditure against events
- Collate all PR information and results from events and forward to relevant communications personnel
- Liaise and coordinate with the volunteers, venues, and others within the gymnastics community
- Any other reasonable duties as directed by the line manager.

#### 2. Support the Welsh and pathway squad structure for the non-Olympic disciplines

Typical Activities:

- Provide administration support for Non-Olympic Welsh squads and area squads
- Develop and maintain accurate and up to date squad and payment records
- Provide information and central services for squad kit allocation
- Provide administrative support for international competitions/events and assist as required.

#### 3. Generic

All employees of Welsh Gymnastics have responsibility to keep our sport, our members and our staff safe. This includes upholding our safeguarding, confidentiality, data protection, health & safety, equality & diversity and risk management policies, promoting our rules and standards of conduct for members and reporting any suspected risks, breaches, misconduct or poor practice to their line manager or Head of People Services.

### ***Success Measures:***

- Successful organisation of an engaging and vibrant competition and mass-participant event structure for participation and recreational gymnasts.
- Successful administration and delivery of national and pathway opportunities across Wales
- Retention of programme and excellent feedback of delivery

### **Role Requirements**

#### Knowledge, Skills and Expertise

The role holder will demonstrate proficiency in administration and coordination of tasks and projects. They will have experiences using IT systems including the Microsoft package. The holder will be responsible for communicating with members within the community and colleagues. They will also answer queries from other colleagues and external contacts in own area of work.

#### People

Although the role does not have line management responsibility, the holder will provide direction and guidance to colleagues, volunteers, and members of the community in their area of work to ensure tasks are completed to the highest quality. You will support the volunteers within their roles.

#### Shaping Direction

The role holder will organise own work schedule to meet agreed work plan, objectives, targets, and deadlines. Demonstrates awareness of department operating plans and resource constraints. You will also be confident to share any ideas or learning from your work area.

#### Developing Solutions

The role will have set standards, procedures, and policies in which you must operate. You will be required to use initiative in resolving day-to-day issues and in finding improved ways of working or contributing to improvements in own work area.

#### Decision Making

Makes decisions or takes actions on mainly routine matters, including decisions that impact on efficiency of service or individual relationships. Work and outputs are regularly supervised.

#### Communicating

Maintains a range of relationships with internal and/or external contacts to support operational, administrative, and business activities. Explores needs of others where information requirements or requests are ambiguous through effective questioning and listening skills, deals courteously with difficult individuals or situations.