

Role Profile

Job Title:	Gymnastics Experience Officer
Salary/Banding:	Band 2 - £19000 - £24000
Type of contract:	Fixed Term 1 Year, 37.5 hours
Department:	Development
Location:	Cardiff Office and possibility of remote hybrid working
	Expectation of travel across Wales and weekend working is required
Reporting to:	Pathway Manager

Role Summary

The Gymnastics Experience Officer will be responsible for delivering, coordinating, and administrating the new activities, events, and opportunities across Wales. The role will encourage membership engagement and deliver on customer requests.

Main areas of responsibility

1. Deliver and administrate the Welsh Gymnastics experiences and opportunities

Typical Activities:

- Plan and deliver a plethora of activities and experiences for gymnasts across Wales
- Identify and contract deliverers to ensure high quality delivery
- Administer all sections of the activities and experiences
- Monitor the financial income and expenditure for the projects
- Market opportunities and work closely with the Communications Team
- Continuously monitor feedback received and develop new opportunities
- Any other reasonable duties as directed by the line manager.

2. Coordinate the administration and delivery of recreational events

Typical Activities:

- Deliver the new recreational competition structure for Rise Gymnastics across Wales
- Support the existing structures for recreational competition where required
- Develop and maintain accurate and up to date payment records
- Liaise with the Communications Team to promote opportunities and communicate successes
- Liaise with staff, coordinators, and volunteers to deliver quality event experience to all
- Provide support to any other event highlighted within the WG (Welsh Gymnastics) calendar

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:

- Successfully achieve income targets set by the gymnastics experience programme
- Successful organisation of an engaging and vibrant competition and mass-participant activity structure for gymnasts 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 coordinate contractors and support other team members. You will direct and support volunteers within their roles.

Shaping Direction

The role holder will organise own work schedule to meet agreed work plan, objectives, targets, and deadlines. You will input into the wider department plan. You will take responsibility for team progress in 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 that will impact on cost, efficiency, and quality of service. Will work closely with the budget holder to ensure budget is achieved and monitored appropriately. Manager will support by reviewing priorities, outputs and queries and give advice to the role holder where issues cannot easily be resolved, or further guidance required. Work and outputs are regularly supervised.

Communicating

Maintains a range of relationships with internal and/or external contacts to ensure quality of delivery, operational, administrative, and business activities. Communication is tailored to the recipient, and you will explore the needs of others where information requirements or requests are ambiguous through effective questioning and listening skills, deal courteously with difficult individuals or situations.