



COMPETITIONS ADMINISTRATIVE ASSISTANT

SALARY:	£21,160 PLUS CONTRIBUTORY PENSION
HOURS:	FULL TIME 37½ HOURS PER WEEK
TERM:	PERMANENT
LOCATION:	ILKESTON
REPORTS TO:	SENIOR COMPETITIONS ADMINISTRATOR

JOB PURPOSE AND PRINCIPLE OBJECTIVES

The Angling Trust is seeking a motivated and experienced person to work in our Competitions team to provide administrative support alongside our Senior Competitions Administrator and working with our Senior Competitions & Performance Manager and our Competition Development Managers, including dealing with the administration, financial recording, monitoring and reporting of our domestic angling competitions and national angling teams.

The successful candidate will have some experience of working in a team environment, providing administrative support to customers or members, as well as to colleagues.

The Angling Trust's Competitions team is responsible for:

- Managing the development and administration of domestic, national and international competitions and events
- Financial recording, monitoring and reporting of domestic competitions and national teams
- Providing administrative support for Competitions Committees and the England national teams
- Office-based administration of the Angling Trust's competitive event programme
- Liaison with competitions volunteers across game, coarse and sea angling
- Supporting the marketing and communications of competitions

The Angling Trust is the National Governing Body in England, representing fishing, one of the country's largest participation sports. We are a not-for-profit organisation with a mission is to fight for fish, fishing and the environment, creating opportunities for all within society to experience fishing in a healthy aquatic world. It is joined in a collaborative and co-operative relationship with Fish Legal, a separate membership association using the law to protect fish stocks and the rights of its members throughout the UK.

Angling Trust is committed to equity, diversity and inclusion across our organisation, our membership and our sport. We particularly encourage applications from women and people who identify as Black, Asian or from a Minority Ethnic background, who are currently under-represented within our organisation. We offer family friendly, flexible working arrangements. We are members of the Sporting Equals Charter and we are actively participating in the Sport England sponsored Inclusive Employers development programme.



PRINCIPAL OBJECTIVES AND MAIN DUTIES

The job holder will be responsible for:

Item	Duties
1	<p>Competitions Finance, supporting the Senior Competitions Administrator with:</p> <ul style="list-style-type: none"> • Recording and monitoring all income and expenditure related to our domestic angling competitions and international events attended by the England teams. • Providing relevant finance information and reports for domestic and international competitions. • Liaising with and provide reports to the finance department with relevant information and reports regarding the processing of refunds and/or other payments on competitions finances • Performing duties associated with Purchase Order Placer within the iComplete system • Contributing to the preparation and monitoring of annual competitions budgets, across all domestic competitions and national teams
2	<p>Competitions Admin, working alongside the Senior Competitions Administrator on:</p> <ul style="list-style-type: none"> • Managing the administration of domestic, national and international competitions and events. • Supporting the Senior Competitions & Performance Manager and Competitions Development Managers in the planning, preparation, and delivery of existing competitions. • Working with Competitions colleagues to achieve excellence in competition delivery and growth in the annual competition programme and Angling Trust membership. • Providing administrative support for Senior Competitions & Performance Manager, Competitions Development Managers and key Competitions volunteers, committees and national teams. • Providing administrative support to the Competition webpages and CRM system • Providing the Competitions Development Managers and Senior Competitions & Performance Manager with appropriate reports in a timely fashion. • Collating information and collaborating with team members to produce and distribute information through press releases and social media. • Covering duties performed by the Senior Competitions Administrator in their absence. • Proactively dealing with day to day correspondence and telephone enquiries • Creating and maintain reports and spreadsheets using Word, Excel, Outlook, and PowerPoint • Ensure all relevant Angling Trust policies and procedures are adhered to.
3	<p>Undertake any duties that may reasonably be regarded as within the nature of the post as defined.</p>



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PERSON SPECIFICATION

The successful candidate will have at least the following essential attributes:

Attribute	Essential	Desirable
EDUCATION/ QUALIFICATIONS	<ul style="list-style-type: none"> O levels/GCSE's in English and Maths 	<ul style="list-style-type: none"> Relevant A levels
EXPERIENCE	<ul style="list-style-type: none"> Experience of working in a busy office environment, providing administrative support to colleagues and customers 	<ul style="list-style-type: none"> Experience of working with volunteers Experience of using updating webpages and using a CRM system. Experience of using Wordpress Experience of recording financial information
KNOWLEDGE	<ul style="list-style-type: none"> A good understanding of Microsoft packages including Excel, Teams, Outlook and Word. 	<ul style="list-style-type: none"> Knowledge of angling and particularly competition angling.
SKILLS	<ul style="list-style-type: none"> Excellent numeracy skills and strong IT skills Excellent administrative and organisational skills, with the ability to turnaround work at short notice and to meet deadlines. Able to work in a team environment, supporting colleagues and working together in a collaborative manner to achieve common goals. Good interpersonal skills Ability to build positive internal and external relationships 	<ul style="list-style-type: none"> Ability to work effectively and efficiently from home, should this be required.



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QUALITIES	<ul style="list-style-type: none">▪ Self-assured, confident and capable▪ Diligent with an eye for detail.	
OTHER	<ul style="list-style-type: none">▪ Be willing to undertake further training and development as necessary.	<ul style="list-style-type: none">▪ Driving licence and own vehicle.

OTHER INFORMATION

Responsible to: The postholder will report to the Senior Competitions Administrator, who will conduct annual and interim reviews of performance against targets.

Location: Office-based at our Ilkeston (Derbyshire) office.

Working hours: 37.5 hours each week, ordinarily 9am to 5pm. On occasion some evening and/or weekend working may be required. We are open to discussing flexible working arrangements and job share opportunities.

Holidays: 23 days leave pro rata plus Public Holidays, accruing at 1 day per year of service to a maximum of 28 days. Time off in lieu may be accrued for weekend and significant evening working. 3 days of this annual leave must be taken between Christmas and the New Year.

Status: Permanent, subject to a six month probation period.

Closing date and interviews: 21st November 2021. Interviews are likely to be held in week commencing Monday 29th November 2021.

Start date: December 2021 /January 2022.

Miscellaneous: the postholder will be provided with use of a desktop computer. Business expenses may be reclaimed in accordance with our policies.

Enquiries to: Kirsty Marshall, Senior Competitions Administrator, kirsty.marshall@anglingtrust.net

Applications: Should be submitted using our application form available from our website at <https://anglingtrust.net/about-us/angling-trust-vacancies/>. Applications should be submitted to Stuart Sharp, HR and Business Manager, stuart.sharp@anglingtrust.net

