



BRITISHROWING

Job Description

World Rowing Coastal
Championships and Beach Sprint
Finals 2022

Administrative Assistant

TEAMWORK | OPEN TO ALL | COMMITMENT



What is the role?

Great Britain has secured the rights to host the World Rowing Coastal Championships and Beach Sprint Finals in 2022. They will be held in Saundersfoot, Pembrokeshire, Wales, from 7-16 October.

We require a supremely organised, high energy and efficient person to support the organising committee and steering group with their day to day administration. The ideal candidate would be particularly motivated by being part of something that is fast-paced and continually evolving and would potentially be interested in learning more about the events world and event management.

This role, though voluntary, would suit someone looking to break into the world of events management through a rapid exposure to a dynamic and new event. Previously such people have gone onto become major event producers. This could be you.....

How is the event organised?

The event is overseen by the Steering Group whose members are:

- British Rowing - the national governing body for rowing with whom World Rowing has contracted the event and is ultimately responsible for its delivery.
- Pembrokeshire Coast National Park - the venue owner of the coastline and will be leading on sustainability. (sustainability will be a main feature of the event)
- Pembrokeshire County Council - the local authority and a venue owner.
- Saundersfoot Harbour - manages the Wales International Coastal Centre, a major new venue for the event on land and manages harbour operations.
- UK Sport - the UK's high-performance agency powered by Government and The National Lottery and a major funding partner.
- Welsh Government - a major funding partner.
- Welsh Rowing - the governing body of rowing in Wales.
- World Rowing - the international governing body of the sport.

The Steering Group will meet six times a year, three times in Wales and three times virtually and reports into the British Rowing Board.

The event is run by the Organising Committee consisting of:

- Event Director
- Event Manager
- Race Director (shared role)
- Marketing Manager
- Commercial Manager
- Sustainability Manager
- Development Manager
- Finance Manager
- IT Manager
- Production Manager

These are a mix of in-house roles at British Rowing and Welsh Rowing, volunteers and contractors. The organising committee will meet monthly, alternating face to face and virtual meetings.

The detail

Location:	Working from home, occasional visits to the British Rowing office in Hammersmith. Meetings as outlined above which will be largely in Wales. (Saundersfoot or nearby)
Salary:	This is a voluntary position. Expenses will be covered.
Annual Commitment:	Circa 35-42 days. The job could be done at any time of the day, asides from the meetings (obviously)
Contractual Status:	Fixed term until completion of the event debrief. (est. end of November 2022)
Start date:	Approx. end-November 2020.

What will I do?

The administrative assistant will support the organising committee and chair of the steering group with day to day administration. This will generally consist of organising meetings, taking minutes and arranging accommodation and travel as required. At the event the role will be to support the event operations e.g. managing the on-site office.

Key responsibilities are:

- Arranging Steering Group meetings e.g. dates, venue, attendees.
- Arranging Organising Committee meetings.
- Taking meeting notes for the above.
- Booking travel for the Steering Group chair.
- Arranging other meetings as may be required by the event director.
- Creating and managing contact list.
- At the event – managing the on-site office.

What will the ideal person be like?

To be able to do the role, you will be able to:

- Be a proven team player with a positive outlook.
- Be very well organised.
- Have great attention to detail.
- Set up meetings and take notes.
- Be flexible.

- Goes without saying – be computer literate, with experience of Microsoft office software.

Desirable

- You might have project management skills.
- You could be interested in rowing.
- Ideally you like to act on own initiative.

To Apply

Please send a letter of application, describing briefly why you are interested in the role, together with a one page CV. Applications should be sent to HR Manager kasia.szkatulska@britishrowing.org.

The closing date for applications is 12 noon Monday 19 October 2020. Candidates will be invited to interview in the week of 2 November 2020, at a date and time to be confirmed.

Equal Opportunities

British Rowing is committed to equal opportunities for all volunteers and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.