Job Description

|  |  |
| --- | --- |
| **Job Title** | Talent Administrator |
| **Contract Status** | Permanent (subject to funding) |
| **Hours of Work** | 7.5 flexible hours |
| **Place of Work** | Home based with occasional travel to HQ and attendance at meetings |
| **Salary** | £14,000+ pa (or national minimum wage dependant on age) plus benefits package |
| **Position reports to** | Line Management: Director of Development |
| **Role overview** | Responsible for the administration of the talent pathway programme. |
| **Main responsibilities** | Support Rounders England in the administration of an inclusive talent pathway. Administration of performance and workforce talent events. Support raising the profile of Rounders England squads:   1. Responsible for booking and liaising with appropriate venues for all talent events including regional trials and squad training 2. Produce an annual calendar of events including National fixtures and National school championships 3. Liaise with coaches to ensure availability for relevant events and training 4. Liaise and communicate with players, squad members and support staff as appropriate 5. Liaise and communicate with opposition teams (visitors and hosts) regarding details of tours and competitions 6. Take responsibility for all travel, accommodations and logistics for the teams 7. Take responsibility for competition entries in conjunction with team coaches 8. Co-ordinate workforce requirements for all talent events 9. Order and supply kit and resources to support all squads 10. Respond to enquiries and requests for information from players, coaches, umpires, volunteers and other organisations 11. Ensure up to date and accurate records are maintained at all times using Rounders England systems, databases and software 12. Promote a professional image of Rounders at all times 13. Arrange, attend and record meetings as required 14. Record data accurately and support in the collection of KPI’s 15. Work with the wider staff team and key volunteers to support Rounders England to achieve our vision and mission 16. Any other reasonable duties |
| **Standard Specifications** | Travel as required to support the outcomes of the post  An understanding of equality issues, legislative requirements and barriers and issues that may prevent our priority groups from participating in Rounders, data protection, health and safety in the workplace and all Rounders England policies  A willingness to undertake Continuing Professional Development |

**Person Specification**

**Relevant skills Essential**

* + - Proven IT systems experience including word, excel, and data bases
    - Sport administration
    - An understanding of planning and organising fixtures and events
    - The ability to build and maintain effective relationships and to communicate well with a variety of people
    - Give a positive impression of yourself and organisation

**Desirable**

* + - An understanding of Rounders and talent pathways
    - Awareness and understanding safeguarding issues

**Personal attributes Essential**

* Self-motivated
  + - A high level of attention to detail
    - Strong relationship builder
    - Database, IT and business system experience
    - Communication skills – excellent verbal and written skills
    - Organised and able to meet deadlines and targets
    - Problem solver
    - Determined and tenacious
    - Looks to continuously improve own capabilities

**Education/ Essential**

**Qualifications**

* A good level of education

**Desirable**

* A full driving license