

## JOB DESCRIPTION & PERSON SPECIFICATION

**JOB TITLE:** Corporate Strategy Co-ordinator

**REPORTS TO:** Corporate Strategy Manager

**SALARY:** £22,000 - £28,000 per annum (dependent on experience)

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### JOB PURPOSE

- To provide a professional, high quality and efficient support service to the British Swimming Chief Executive, Chair, Director of Corporate Strategy and Planning and Corporate Strategy Manager
- Act as the relevant administration and contact point for national and international sporting agencies
- To make arrangements for teams and individuals as required competing in or attending overseas events for designated disciplines including VIP's, Board Members and officials
- Provide assistance to the Director of Corporate Strategy and Planning and Corporate Strategy Manager on projects including, but not limited to, kit and international influence

### JOB LOCATION

- Ideally we would like the normal place of work to be the British Swimming office in Loughborough, however, we would consider an alternative office base
  - Substantial domestic travel (including weekends, approximately 5 meetings per annum) as it necessary to fulfil your job to the satisfaction of British Swimming
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### KEY RESPONSIBILITIES

#### CEO/Chair Support

- Maintain the British Swimming Chief Executives/Chair's diary and arrange meetings as requested by the Chief Executive
  - Make all travel arrangements as appropriate for the British Swimming Chief Executive/Chair
  - Reconcile the British Swimming Chief Executive expenses
  - Keep the British Swimming Chief Executive informed on all relevant communication directed to them to ensure they in turn can take appropriate decisions
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## Corporate Support

- Co-ordinate meeting logistics and manage set up support at each Board meeting
- Provide assistance to the Director of Corporate Strategy and Planning on the production of Board packs for all Board meetings
- Attend all Board meetings, record Minutes and co-ordinate the approval and distribution of Minutes
- Provide assistance, as required, in the logistical arrangements and minute taking for all British Swimming corporate meetings to include but not exclusive to Audit and Risk Committee meetings, Home Country Partnership meetings, Chairs meetings, Remuneration Committee meetings, Commercial Group meetings, Discipline Management groups and International Influence meetings
- In conjunction with the Director of Corporate Strategy and Planning develop and maintain the corporate events and meetings calendar
- Prepare Board briefing packs for all major events
- To assist with Company Secretary administration as required

## Corporate Travel and Team Travel for Artistic Swimming, Water Polo and High Diving

- Provide support to the Corporate Strategy Manager in the organisation of visa's, flights, travel, accommodation, vehicle hire and training requirements for individuals and teams on duty at international events, training camps and conferences including VIP's, Board Members, officials and British Swimming staff as required
- Manage the domestic & International travel arrangements for all central British Swimming staff to include the booking of taxi's and the booking of train and flight tickets as required
- In conjunction with the relevant personnel ensure all competition entries for international events are transmitted within the appropriate timescale and accreditations are in place where necessary
- Issue travel insurance for all individuals and deal with insurance claims as required
- In conjunction with the Director of Corporate Strategy and Planning manage all ticket orders for VIP's, Board Members, officials and additional technical staff for all major international competitions as required



- Provide assistance to the Corporate Strategy Manager in the organisation of high-profile incoming and outgoing visits linked to the development and maintenance of international partnership to include visits from FINA, LEN and IPC
- In conjunction with the Corporate Strategy Manager co-ordinate British Swimming's presence and activity at major international sporting events and conferences

### External Links

- Act as the main contact for all correspondence with FINA, LEN, IPC and other relevant sporting organisations and federations as deemed appropriate by the British Swimming Chief Executive
- Ensure all correspondence received is distributed across all disciplines and departments within British Swimming as required

### Corporate Finance

- Be responsible for the management and reconciliation of the British Swimming credit card and CEO credit card
- Check invoices for accommodation and travel bookings made and pass to Finance for processing
- Provide assistance as required in the checking and authorising of expenses and loss of earnings claims for individuals involved in overseas events
- Provide assistance in the ordering of event equipment and the management of event organisation expenditure for central staff for British Swimming events as required
- Provide assistance in reconciling invoices relating to courier costs for kit

### Kit

- Under the direction of the Corporate Strategy Manager provide assistance in the coordination and distribution of kit orders across British Swimming and the Home Nations
- Provide assistance in the processing of team member kit orders and maintaining accurate records of stock issued

### General

- In conjunction with the Corporate Strategy Manager maintain an ongoing effective relationship with the British Swimming mobile phone provider and manage all of the British Swimming phones and data connections



- Manage the approval process for all international team and individual permit and clearance requests and change of nationality requests and Water Polo international player transfer requirements
- Maintain effective and positive links with all British Swimming stakeholders and partners
- Prepare reports as required by the Director of Commercial Strategy and Planning and British Swimming Chief Executive
- Any other duties appropriate to the role as required by the Director of Commercial Strategy and Planning
- Comply with all British Swimming policies and Procedures as set down by British Swimming and in particular policies relating to equality, diversity and inclusion

## KEY RESULTS AREAS

- Effectively supports the World Class Programmes
- Understands and works within agreed standards for best practices, detailed procedures and instructions for British Swimming
- Builds and maintains efficient and effective communication systems with all World Class Programmes and relevant support organisations and external partners

## Competencies

- Solves problems creatively by identifying the problem, evaluating the alternatives and finding innovative solutions
- Makes controlled responses in stressful situations, such as when faced with negative responses or excessive workload
- Sets high standards for self and others and is dissatisfied with average performance
- Formulates performance measures and quality assurance processes that will clarify individual output and quality expectations
- Able to build effective relationships with internal and external customers
- Expresses both verbally and in writing, ideas and information in ways that are appropriate, accurate and concise
- Listens actively to individuals and organisations so that needs are identified, innovates to meet those needs, and checks that needs have been met

## PERSON SPECIFICATION

Essential	Desirable
Proven experience in administration including telephone answering, typing correspondence, photocopying and filing	Experience of working within the sporting industry
Proven experience in putting together agendas and organising meetings	Experience of engagement at Board level
Proven experience of organising accommodation and travel requirements	Knowledge and experience in a project management approach to work
Ability to take notes from meetings and produce minutes	A good knowledge of world geography
Excellent communication and interpersonal skills	
Proven ability to act on own initiative and to work as part of a team with collaborative working style	
Excellent organisational skills and proven ability to prioritise workloads effectively	
Proven experience in managing budgets	
Flexible approach to work, resilient and able to work under pressure	
Committed to a customer focused approach	
Can demonstrate high levels of confidentiality	
Ability to remain calm under pressure	
Ability to work at weekends (Board meetings)	