



Role Description

Job Title:	BUSA Administrator
Reporting to:	BUSA Chair
Date:	March 2019
Contractor Rate:	£8,000.00 pa
<p>Background</p> <p>The British Universities Sailing Association (BUSA) is the governing body for university sailing in the U.K. It is affiliated to, and supported by, the Royal Yachting Association (RYA) and is recognized by, and works with, the British Universities and Colleges Sport (BUCS) to deliver BUCS sailing championships.</p> <p>BUSA is seeking to contract an individual to provide administration support to the provision of university sailing. Secretarial support was previously provided through RYA administration.</p>	
<p>Purpose</p> <p>To support and administer the activities and events of the British Universities Sailing Association (BUSA) and its committee. To develop and maintain the contact database for BUSA activities. To engage with potential partners to develop extra revenue.</p>	
<p>Context</p> <p>The post holder is expected to work from home on a flexible basis of an average of 14 hours per week (with communication mainly during afternoons and early evening) in order to perform the secretarial functions of BUSA as directed by the BUSA Chair, and to assist in the delivery of the BUSA Championship Events.</p> <p>The post holder would be expected to be able to attend meetings at various locations, roughly 6 per year.</p> <p>The role would be suited to someone with excellent organisational and interpersonal skills, with experience in University sports an advantage.</p> <p>A candidate with a strong commercial acumen would be able to potentially increase their workload and remuneration appropriately should they be successful in increasing revenue.</p>	

Responsibilities

General:

- To be the main point of contact for BUSA sailors and external organisations, signposting communication to the relevant committee member,
- To provide continuity for the BUSA committee (whose members change every academic year)
- To be the main link between BUSA and BUCS
- To maintain the BUSA website in conjunction with the media officer, and co-ordinate the events programme so that all Universities have access to the latest event listings and competition information.
- To manage the BUSA Facebook and twitter accounts, in conjunction with the media officer, ensuring that relevant individuals have access.
- To co-ordinate the entry process and results for the major BUCS Championship events (Team, Fleet and Yachting) as directed by the BUSA Chair.

Events:

- To support relevant BUSA Committee members in organising the BUCS/BUSA Championship Events (currently team racing, fleet racing & yachting).
This includes:
 - Set-up & implementation of event bidding process where required
 - Preparation and monitoring of the event budget, within agreed parameters
 - Ensuring the relevant information is shared with the venue, sailors & officials
 - Assisting the relevant BUSA Committee member in sourcing race officials for the championships.
- To make sure that the event is widely circulated (website/facebook) to sailors so that a high profile of competition is maintained.

Meetings:

- To circulate the agenda and documentation required for each committee, annual general or special general meeting in accordance with the constitution and standing orders
- To arrange the meeting venues
- To take the minutes of the meetings and circulate to the committee for approval in a timely manner.

Finance & Commercial

- To be one of the approved signatories on the Association bank account

- To provide input into the BUSA budgets in conjunction with the relevant BUSA Committee member.
- To identify and pursue opportunities for the generation of income to support the activities of the association through any suitable sources e.g. advertising, sponsorship, grants
- To liaise with any funding partners to ensure that BUSA continues to meet any contractual obligations
- To support the Hon. Treasurer as appropriate.

BUSA Administrator & Event Delivery Coordinator– Person Specification

Attributes	Essential	Desirable	Source of Evidence
Knowledge	<p>Excellent knowledge of Microsoft Office applications, including Word, Excel, Outlook, Internet Explorer.</p> <p>An understanding of databases and ability and willingness to learn and develop BUSA’s database, financial and website systems.</p> <p>Knowledge of sailboat racing and organising competitions.</p>	<p>Knowledge of Team racing</p> <p>Knowledge of Universities & Colleges sports framework</p> <p>Basic knowledge of website management</p>	Application
Skills	<p>Good organisational skills.</p> <p>Good spoken and written communication skills, especially on the telephone.</p> <p>Good interpersonal skills and the ability to work effectively with a wide range of people.</p> <p>Good spoken and written communication skills, accurate spelling and grammar.</p> <p>Attention to detail.</p> <p>Ability to prioritise workload and manage time effectively.</p> <p>Ability to work under pressure without sacrificing accuracy.</p>	Commercial acumen	Application Interview References

Experience	Experience of administration and co-ordination. Experience of organising events.	Experience of working with volunteers Experience running sailing events	Application Interview
Qualifications	UK driving licence.		Application
Values/Qualities	Ability to work both as part of a team and unsupervised. Commitment to getting the job done. Flexible and adaptable (including attendance at events outside normal office hours)		Interview References
Availability	Available to attend committee meetings in either London or Southampton, approximately 6 times per year (reasonable expenses will be reimbursed).	Available over Easter period to attend the evening annual general meeting.	

March 2019