# A close up of a sign  Description automatically generated

# ADMINISTRATION ASSISTANT – ENGLAND BOXINGFULL TIME, PERMANENT

# Background

England Boxing is the National Governing Body for amateur boxing within England one of the oldest sports in the world and one which has featured in the ancient and modern Olympics since 1904.

With its own heritage dating back to 1880 and the first national championship taking place in 1881, the organisation is responsible for promoting and developing the sport of amateur boxing at all levels, from grassroots through to the England Boxing Talent Pathway, and in turn passing prospective medallists on to GB Boxing. The organisation is a member of World Boxing and EUBC, the World and European governing bodies respectively.

England Boxing has a new strategy in place through to 2027 and has now confirmed its funding with Sport England for the same period. The governing body has gone through rapid change and now has the opportunity to continue to grow and build in both competitive and recreational boxing.

With a membership of over 1000 clubs, 25,000 competitive boxers, coaches and officials and around 175,000 recreational boxers using clubs each week, alongside being successful in delivering medals at international championships, the sport also has a significant record in delivering community programmes and activities in inner-cities and local communities.

**Job Description**

|  |  |
| --- | --- |
| **Job Title** | Administration Assistant |
| **Reporting To** | Head of Compliance 0.5 / Head of Workforce 0.5 |
| **Responsible For** | Administrative support for EB Compliance and Safeguarding (including DBS) and Workforce Matters |
| **Salary**  |  £11.44 per hour in line with minimum wage |
| **Location** | England Boxing Offices, Sheffield |
| **Type of Contract** | Full time - Permanent  |
| **Role Purpose** | To provide administrative support as required, in order to ensure efficient compliance functions are provided to the organisation and membership in accordance with the recognised standards, processes and procedures. |

|  |  |
| --- | --- |
| **Key Accountabilities** | * Administration of EB DBS risk assessment processes.
* Case management support for discipline and safeguarding cases.
* Maintenance of the compliance databases.
* Provide administrative support in the answering of safeguarding and compliance queries.
* Schedule meetings and appointments falling under the compliance remit.
* Support as required in the event of significant incidents.
* Respond and direct as required, to telephone calls, emails and correspondence regarding queries from the membership and general public, with specific responsibility for answering queries regarding coaching courses. This is to include being the main point of contact for delegates booking onto and attending courses.
* Coordinate and facilitate the follow up processes after completion of the courses, including notification of results, provision of certificates, associated checking of relevant documentation and issuing of coaching lanyards.
* Support the Workforce Development Manager, Workforce Administration Officer and Workforce Administration Assistant as required, including facilitation of sub-committee meetings.
* Attend as required England Boxing National Events to help support the delivery of the respective competitions and programmes.
 |

|  |  |
| --- | --- |
| **Job Description** | * Provide administration support, as required, for the organisation and specifically in the delivery of the organisation’s compliance function. This includes:
1. responding to telephone calls, emails and correspondence regarding queries from the membership and public.
2. specific responsibility for answering questions regarding compliance.
3. being a point of contact for those making safeguarding referrals and complaints.
* Maintain and keep up to date the compliance database including the monitoring of significant dates, deadlines and timelines including but not limited to the compliance register, DBS risk assessments, suspended members, written findings and safeguarding accreditations.
* Administer the DBS risk assessment process. This to include but not limited to arrangement of Panels, e.g. confirming panel members and attendees, sharing relevant information, booking appropriate rooms and subsequent payments etc.
* Writing and producing appropriate correspondence including further information letters, formal notification of outcomes to subjects and database updates.
* Responsible for the administration support for disciplinary matters, including the collation and filing of documents and papers, collation and distribution of the “Panel Packs”, and arrangements for the Panel.
* Attendance at hearings as an independent person for administrative and logistical issues.
* Support for initial needs and requirements in response to significant incidents.
* Support as required in answering and dealing with general office calls and inquiries from the membership.
* Support where required for the national competitions program.

 * To perform any other duties as reasonably required in order to meet the objectives of the organisation.
 |

|  |  |
| --- | --- |
| **Person Specification** | The Successful Candidate must have a proficient knowledge and be able to demonstrate practical experience in the following areas:* Be able to demonstrate a high level of integrity, maintain confidentiality and have the ability to deal appropriately with extremely sensitive material.
* Must possess excellent oral and written communication skills and be highly competent in the use of Microsoft Office, including Word, Excel and PowerPoint.
* Excellent organizational skills and the ability to work to tight deadlines, in order to plan, deliver and perform under pressure.
* Excellent interpersonal skills, demonstrating a high level of initiative and the ability to build positive relationships in a highly competitive, dynamic, and diverse environment.
* Ability to maintain a high level of accuracy and have an eye for detail in preparing and recording relevant data, documentation and information.
* Adaptable and flexible in approach and committed to continuous improvement in delivering the compliance and training course functions of the organization.
 |

**Valuing Diversity**

England Boxing Ltd is committed to valuing diversity and seeks to provide all staff with the opportunity for employment, career and personal development on the basis of ability, qualifications and suitability for the work as well as their potential to be developed into the job.

We believe that people from different backgrounds can bring fresh ideas, thinking and approaches which make the way work is undertaken more effective and efficient.

The Company will not tolerate direct or indirect discrimination against any person on grounds of age, disability, gender/gender reassignment, marriage/civil partnership, pregnancy/maternity, race, religion or belief, sex, or sexual orientation whether in the field of recruitment, terms and conditions of employment, career progression, training, transfer or dismissal.

It is also the responsibility of all staff in their daily actions, decisions and behaviour to endeavour to promote these concepts, to comply with all relevant legislation and to ensure that they do not discriminate against colleagues, customers, suppliers or any other person associated with the organisation.