

Job Description
Courses, Events and Competitions Administrator

Full Time

Responsible to *Business & Operations Manager*

Main Purpose of Role:

Manage the administration of all courses that Snowsport England runs both in England and abroad. Devise & implement a clear and robust processes to deliver a positive experience to all candidates. In partnership with the wider team, make courses more accessible to a wider community. Support with all the administration for events & competitions run by Snowsport England and assist with the expansion of these events where required.

Key Objectives of Role:

- **Courses**
 - Key contact for all courses enquiries that Snowsport England runs
 - Coordinate course calendar with Education Lead and communicate it to all stakeholders.
 - Book facilities, Tutors and upload all courses to Sport 80 for bookings with all necessary information
 - Communicate out all pre course and post course information for courses
 - Update Sport 80 on completion of courses
 - Ensure all records are kept updated and that coaches, instructor and leaders are informed when records need to be updated.
 - Produce a monthly KPI report to include courses taken and revenue
 - Collate course feedback and share with Education lead

- **Events and Competitions**
 - Set up all competitions on the SE competition entry system
 - Liaise with Race secretaries to support/train them on the use of the competition entry system
 - Deal with any enquires and issues for competitors entering events
 - Provide competition entry data for committees to analysis
 - Work with talent coaches to set up futures, moguls or any other pathway training event planned.
 - Ensure all documentation for shows are in place and necessary information shared

- **Talent**
 - Support talent coaches with bookings and communication to parents for camps planned in UK and abroad

Other duties:

- Any other reasonable duties identified by the Chief Executive Officer within the post holders' capabilities and in line with the needs of Snowsport England
- Champion safeguarding in all areas of work
- Everyone working with Snowsport England is expected to contribute to the development of the sport across a wide range of activities, accepting collective and individual responsibility,

where necessary. This may include directly delivering activities or working upwards to shape the strategic direction of the organisation

People:

Liaison with:

- Administrator
- Education Lead
- Communications and Digital engagement lead
- Safeguarding Lead
- Coaches

Our Values and Behaviours:

We expect all staff to reflect our values in their behaviours and to promote these values in their work.

PASSION IN PEOPLE

Our members, including all volunteers, are at the leading edge of all our activities and decision making. We strive to improve their snowsport experiences.

COMMUNITY CHAMPIONS

We promote the spirit, culture and family values of our sport by supporting our local and national communities.

TRAILBLAZING IDEAS

Forever on the lookout for new initiatives, piloting, national ideas, listening to the industry and pushing the boundaries of what we can and will achieve for the good of the sport.

GENUINE VOICE

We carry out our work with honesty, speaking up on important matters and tackling challenges with the same vigour as when we're out enjoying the slopes.

RESPONSIBLE LEADERSHIP

Our underpinning value is providing trusted leadership based upon good governance, promoting safe and challenging experiences across all snowsport disciplines. Inspiring participating in snowsport at every level.

