



BRITISH DRAGON BOAT RACING ASSOCIATION

www.dragonboat.org.uk

BDA Operations Co-Ordinator

Background

For the past few years, the BDA Executive Committee have been working through a five year plan to try to grow the sport as well as provide competitive dragon boat racing for all. We have modernised our administration systems including bank accounts, accounting systems and introduced a membership and events platform and improved our communication system. To date this work has been done by volunteer members of the BDA Executive Committee. To free up the Executive Committee to enable them to continue with strategic development we need assistance to run the day-to-day operations and to assist with small projects.

The scope of the role is potentially wide ranging, but flexible. We are looking for someone with some or all the skills specified, but more importantly is comfortable taking on new tasks and learning new skills with a minimal amount of supervision. They must be confident with reporting to several different people on the Executive Committee and negotiating tasks and workload across different priority areas.

The time may need to be flexible across the year.

This position will report to various members of the Executive Committee for clearly defined areas. It will not sit on or attend Executive Committee meetings as part of the role. This is to ensure that there is no conflict of interest between voluntary and paid posts.

Full time equivalent: 0.2 based on a 37.5 hour week, ie 7.5 hours per week. Note that at this level of employment there is no entitlement to an employee pension scheme, maternity or paternity leave. However, if the number of hours increase this would be provided in line with statutory requirements.

Salary: £22,000 - £29,000 full time equivalent (£4,400-£5,800 for 0.2FTE)

Term of Contract: Six-month fixed term contract

Location: Home based in the UK

Legal requirements: You must have the legal right to work in the UK and documentation to prove this will be required.

Conflict of Interest: Applicants must not be related to any member of the Executive Committee.

Equipment: Equipment will either be provided, or an allowance paid for the employee to use their own.

The areas of work fall into two main sections:

Day-to-day operations support (the key priority)

- Administration of the membership and events platform including
 - Membership
 - Events
 - Coaching qualifications
 - Safeguarding credentials
- Administration of communications and marketing
 - Updating the website
 - Running our social media platforms
 - Co-ordinating and sending newsletters
- Events
 - Assisting with the organisation of regional or national events
 - Co-ordination of coaching and safeguarding courses
- Club Support
 - Acting as a contact point for Club Administrators
- Accounting and Insurance
 - Assisting with the renewal of insurance
 - Running Go Cardless and Stripe accounts
 - Managing the asset register
 - Liaising with the accountant

Managing small projects (desirable)

This could include areas such as

- Administration
 - Setting up and running a CRM system
 - Setting up and administering Sharepoint folders and sites
- Club Support
 - Updating existing documentation
 - Producing and maintaining resources on grants and funding
 - Co-ordinating marketing materials for clubs

Skills Specification

Essential skills

- Administration and use of IT systems
 - Website and social media content management
 - Word processing

- Spreadsheets
- CRM databases
- Excellent oral and written communication skills
- Problem solving
- Ability to manage multiple stakeholders to prioritise tasks
- Ability to organise own workload

Desirable skills

- Team leadership
- Management of volunteers
- Project management

Person Specification

- Patient
- Self-motivated
- Able to work on their own initiative
- Good personal communication skills
- Flexible
- Able to take direction
- Task driven
- Effective time management
- Reliable

Please apply with a short CV and a covering letter to explain why you are suitable for the post (including any experience of dragon boat racing).

Email: jobs@thebda.org.uk

Closing date: 6th January 2025

We would then like to have someone start as soon as possible in 2025.