



Great Britain BCP Squad Admin Manager

Role description

The role of the GB BCP squad admin manager is to assist the squad coach with running the squad by carrying out all admin and logistics tasks required.

This is a wide-ranging role requiring management of spreadsheets and documentation and liaison with suppliers (e.g. accommodation and transport providers) and other squads, as well as with the squad athletes.

The term of office spans the World Championships in 2027.

Responsible to: GB BCP squad coach; Team GB Manager; BDA Executive Committee

Duties and responsibilities

- Work with the squad coach to recruit BCP athletes to represent Great Britain
- Support the squad coach to advertise and manage training sessions
- Work with the squad coach to plan and manage attendance at training sessions
- Support the squad coach with administration of the selection process
- Liaise with the squad coach and Team GB Manager about logistics and kit arrangements for competitions
- Liaise with suppliers such as accommodation and transport providers
- Deal with squad/athlete entry into competitions, including registering all athletes on the EDBF/IDBF database as appropriate, organising accommodation, and handling information relating to the bulletin for the competition
- Ensure all athletes attending training sessions are BDA members
- Attend regular squad BNTS and GB training sessions throughout the campaign
- Attend the World Championships in 2027
- Maintain accurate financial records for audit and provide a yearly report to the Team GB Manager on the financial running of the squad

Skills and experience required

Applicants for the GB squad admin manager roles should:

- Have good management and administration skills
- Be approachable and friendly
- Have good knowledge and understanding of dragon boat racing
- Have great organisational skills
- Be confident, with good leadership skills
- Be able to communicate with groups of individuals
- Be a full member of the BDA (to ensure adequate insurance cover)

Note that successful applicants will be asked to provide a DBS check dated within the last three months before taking up the position.