

## ***Business Support & Development Manager – Job Description***

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<b>Title:</b>	World Boccia Business Support and Development Manager
<b>Responsible to:</b>	Chief Executive Officer
<b>Closing date:</b>	Applications to be received no later than 12 noon on Friday 30 <sup>th</sup> December 2022.
<b>Interviews:</b>	Interviews for shortlisted candidates will take place on Wednesday 11 <sup>th</sup> of January
<b>Remuneration and benefits:</b>	Salary commensurate with experience and qualifications.  Role is based from home with some international travel involved.  Access to World Boccia contributory pension scheme.  Opportunity to avail of continuous professional development training specific to the role and as deemed appropriate.
<b>Contract Type:</b>	This is a full time, fixed term position

Background: Do you have experience of providing professional administrative and secretarial support coupled with high customer service and professional standards? Do you thrive in a fast-paced, dynamic environment? Then this is great opportunity for you to join World Boccia at an exciting time in the International Federations growth.

The Boccia International Sports Federation (BISFed) is the governing body for World Boccia, one of 22 sports currently included in the summer Paralympic Games. The Federation has grown rapidly since its formation in 2012 and now has 75 National Governing bodies as members.

We are currently seeking a Business Support and Development Manager to oversee business planning, reporting and assurance, finance management, customer and employee engagement, learning and development, change management and information management.

This is a busy role which will require you to have a flexible approach and the ability to prioritise tasks. When applying, please evidence experience of the responsibilities listed above and in the job description.

As the Business Support and Development Manager, you will be responsible for overseeing business planning, reporting and assurance, finance management, member and athlete engagement, learning and development, member and stakeholder engagement and management.

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### **Roles and Responsibilities**

- PA support to the CEO and President in the delivery of the organisations strategic plan.
- Devising and maintaining appropriate office systems, including finance management, data management, customer relations management and other systems required to ensure effective operations within World Boccia.
- Managing all finance and budgeting requirements through the company Online Management System, responsible for accounts receivable and payable procedures, generating of sales invoices, bank reconciliations, preparing of financial reports for Board and funding partners, liaising with external parties such as auditors, accountants or tax agencies and administering the monthly payroll and pension via third parties.
- Scheduling of the Executive and Board programmes, providing support in coordinating Board/sub-committees/staff meetings and events.
- Office management including, maintaining policies and procedures, overseeing communications, co ordinating travel arrangements and itineraries, planning and organising internal and external meetings and events.
- Successfully interface with a wide range of internal and external stakeholders including colleagues, board members, prospective business partners, international, national organisations and government agencies.
- Support the Executive team with all aspects of the organisations HR requirements, planning and recruitment.
- Support the Executive team with the management, promotion and protection of the World Boccia brand and associated marketing programmes
- Support membership, athlete, event and wider stakeholder engagement through the use of the World Boccia website and social media channels/handles.
- Support the Executive team with all aspects of governance compliance procedures and improvements in addition to overseeing the organisations filing requirements.
- Assist in the pursuit of funding associated with enhancing the implementation of World Boccia's strategic goals, i.e. grant applications, commercial programme development, delivery and activation.
- Support the delivery of key events specific to World Boccia's annual operational plan & Competition Calendar and assist in other areas of organisation growth and development when requested.
- Handle confidential and sensitive information relating to members, athletes, Directors, colleagues, business strategy and general administration.

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Other areas of work:

- Input into World Boccia’s strategic goals, operational planning and reporting.
- Manage the usage of the World Boccia brand across all aspects of your relevant events and programmes and across all stakeholder and partner engagements.
- Undertake any other duties deemed relevant by the CEO.
- The role may include some international travel from time to time

### **Personal Specifications:**

<b>Essential Requirements</b>	<b>Demonstrable</b>
A relevant third level qualification in a business management related field.	Application
3 years’ experience in office management, financial management and administration with proficiency in using online management systems.	Application/Interview
Excellent planning, organisation and communication skills with ability to work flexibly with a range of different colleagues and third parties (including NPC’s, member countries, teams, athletes, committee members and governing bodies such as the IPC & WADA).	Application/Interview
Experience of developing and managing financial plans, fundraising, liaising with commercial partners, budgets, programme monitoring, evaluating and reporting.	Application/Interview
Excellent IT skills, proficient in Microsoft office systems. (SharePoint, OneDrive, Outlook, Word, PowerPoint, Survey Monkey and Excel in particular).	Application
Excellent communication skills and the ability to collaborate with multidisciplinary partners and a keen eye for detail.	Application/Interview
Ability and commitment to work independently and as part of a team with a commitment to work flexible hours when necessary.	Interview
<b>Desirable Requirements</b>	
Marketing and Communications experience including updating websites and social media. The ability to create content would be an advantage.	Application/Interview
Experience of working with or working as a volunteer.	Interview

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Experience of working in a sporting environment and preferably working in a Para Sport environment.	Application/Interview
Ability to speak more than 1 language an advantage.	Application/Interview

### **Note to all applicants:**

Only those applicants who clearly demonstrate, by example, how they meet the criteria will go forward to the next stage in the recruitment and selection process.

Please note: This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and can be amended in the light of the changing needs of the organisation.

Suitable candidates should apply by supplying a CV and covering letter.

Closing date for applications is 12 noon on Friday 30<sup>th</sup> December 2022.

Please submit your application electronically to Paul Trayner, CEO at [ceo@bisfed.com](mailto:ceo@bisfed.com)

Queries may be directed to Paul Trayner at [ceo@bisfed.com](mailto:ceo@bisfed.com)

World Boccia is an equal opportunities employer and all applications will be treated in strict confidence.