

## **New Role - Competitions & Courses Officer, Welsh Boxing (WABA)**

Welsh Boxing (WABA) is seeking to employ a creative and energetic Competitions & Courses Officer to join its community department and be responsible for delivering first class competitions and facilitate the ongoing coach education and CPD calendar for the WABA membership.

Welsh Boxing has been recognised for its success within the ring in recent years, and as a result, the wider interest in boxing has risen. WABA is determined to take full advantage of this momentum and increase the profile of the sport across Welsh communities and highlight the wider impact and positive effect the sport can have on people and communities outside the ring.

This role is a crucial in providing suitable competitive and development opportunities for those already within the boxing community, for both boxers and the army of volunteers and coaches who facilitate the sport across Wales. The successful applicant will need to plan and deliver WABA's traditional competition calendar, as well as identify and explore new opportunities to expand the provision available to boxers of all ages and abilities.

In order to sustain this growth, the retention and development of coaches and volunteers is paramount to ensure this direction of travel continues. WABA has recently reviewed and re-structured its coach education offer. The successful candidate will co-ordinate the calendar and ensure appropriate development opportunities are accessible at each stage of the pathway, across Wales's four divisions.

The position is a full time role and will be based within the Welsh Boxing Office in Sport Wales, Cardiff. The standard workweek comprises of 37.5 hours Monday to Friday, although there is an expectation to work weekends when required to deliver competition and oversee other delivery as of when required. The successful candidate will receive access to Sport Wales gym facilities as part of their employment, and 25 days annual leave per year. You will be given leave in lieu of any additional days worked over weekends. Financial targets are linked to the role, and successful completion of these will result in quarterly incentives.

This is an outstanding opportunity to join a newly created team and drive positive change within a vibrant sport which has a positive effect on so many.

To apply, applicants should send a cover letter outlining your suitability for the role and an up to date CV to Head of Community Boxing, Gareth Evans, via email at [Gareth.Evans@Welshboxing.org](mailto:Gareth.Evans@Welshboxing.org)

**Application Closing Date:** Tuesday 21<sup>st</sup> May at 5:00pm

**Interview Dates:** Monday 17<sup>th</sup> & Tuesday 18<sup>th</sup> June 2024 and will consist of a presentation and panel interview. Applicants will be given a task to prepare.

If you have any questions regarding the role, please contact Gareth on the email address above, or phone 02920 334991

## JOB DESCRIPTION

<b>TITLE:</b>	<b>Competition and Courses Officer</b>
<b>CONTRACT TYPE:</b>	Open Ended, Full Time
<b>ORGANISATION:</b>	Welsh Boxing
<b>DEPARTMENT:</b>	Community
<b>JOB BASED AT:</b>	Welsh Boxing Head Office, Cardiff
<b>REPORTS TO:</b>	Welsh Boxing Head of Community Boxing (HoCB)
<b>BUDGET</b>	Accountable for income targets to be agreed with the HoCB
<b>RESPONSIBILITY:</b>	WABA Competitions & Courses
<b>REMUNERATION:</b>	<b>Band 2: £27,797-£29,935</b>

**KEY INTERFACE WITH:** Head of Community Boxing, Senior Leadership Team, Office Manager, Divisional Committees, R&J Commission and WABA Membership

## POSITION OVERVIEW

To be the main lead on WABA competitions, courses and events, enabling Welsh Boxing to increase its income streams in these areas as well as support the needs of the WABA membership in this area.

## MAIN TASKS & RESPONSIBILITIES

- To be responsible for the development of a calendar of events for Welsh Boxing's competitions and events programme, including:
  - National Championships
  - Novice Championships
  - Box Cups
  - Dual Matches (In co-ordination with the performance team)
  - Award Programmes
  - Dinner Shows
- To deliver the agreed programme of WABA competitions during a calendar year within budget.
- To deliver an annual Awards event for the WABA community.
- Working with the Head of Community Boxing to ensure strategic alignment of WABA competitions, and effectively communicate and promote the events to the WABA membership and beyond.
- Work closely with the Head of Community Boxing and divisional committees to support the co-ordination and ongoing review of divisional club shows, including the collation of club risk

assessments, and ensure relevant communication with club show organisers and divisional tournament supervisors.

- Plan and co-ordinate the annual coach-education calendar, consisting of booking the required facilities, co-ordinating tutors and providing the required course materials across Club Coach, Assistant Coach and Leaders Coach Awards.
- Work with the HoCB to develop and shape an on-going CPD calendar which serves all aspects of the WABA membership, including coaches, officials, boxers and volunteers.
- Work with the HoCB, representatives of the R&J Pathway group, and divisional representatives to co-ordinate the ongoing development of WABA officials across divisional club shows, aligning to centralised WABA events.
- Act as an invited member of any relevant sub-committees, including divisional meetings as of when required.
- Provide safeguarding support at Welsh Boxing.
- Undertake and lead UKAD Education responsibilities for the community element of WABA.
- Provide monthly report updates to the HoCB and support on additional board needs as required.

## SUCCESS CRITERIA/MEASUREMENTS

- Successful delivery of agreed KPIs associated to event delivery.
- Successful delivery of agreed KPIs associated with coach education delivery.
- Evidence of strengthening relationships being established across WABA community.
- Successful development of support network to deliver WABA events.

## PERSON SPECIFICATION

### COMPETITION AND EVENTS OFFICER

#### ESSENTIAL QUALITIES

- A background / experience of working within recognised competitions and events.
- Experience and evidence of successful project planning and delivery.
- Experience of working with external partners / regulatory bodies and incorporating rules & regulations into project delivery.
- Experience and evidence of successful budget planning and management.
- Ability to get things done.

## DESIRABLE QUALITIES

- Project leads
- Excellent relationship building and communication skills – communicates effectively, clearly and confidently in written, verbal and electronic forms.
- Well organised and able to prioritise workload and manage multiple projects.
- Outstanding interpersonal skills.
- Excellent analytical, problem solving and decision-making skills.
- Evidence of self-awareness and flexibility in approach.
- Experience of conflict management / challenging conversations.
- Experience of programme co-ordination / coach education delivery.
- Good knowledge of the sporting landscape within Wales.
- Experience and understanding of working with external partners, such as Sport Wales, Local Authorities, Sports Partnerships and sports related organisations.
- Experience of working within a sporting sector and having experience of working with Home Nation partners.
- Understanding of communication / commercial principles.
- An interest in Boxing is advantageous, but not essential for this role.

## EDUCATION/QUALIFICATION SKILLS

### Essential

- Computer literate, including Office products, Windows, Database.
- Strong written and oral presentation skills.

### Desirable

- A degree / post graduate qualification in sport / project management / business management is desirable, but not essential. The recruitment process will favour the applicants' ability to deliver results.

## PERSONAL ATTRIBUTES

### Essential

- Values led.
- Does what is right and not what is easy.
- Can work independently and as part of a team.
- Performance orientated, including the ability to set targets and achieve them.
- Commitment to responding to business and partner needs.
- Positive approach to dealing with challenging issues.
- Treats people with respect.
- Protects confidential information.
- Adheres to the company's policies and demonstrates loyalty to the company.

- Strong individualist & decision maker with high determination to succeed.
- Self-motivated.
- Creative & innovative worker.
- Focused on excellent quality of service.
- Continually looks to improve.

#### OTHER REQUIREMENTS

##### Essential

- Able to work away from home as role requires weekend working and irregular hours.
- Able to travel independently (mileage allowance will be paid for business use)
- Valid Driving Licence

#### NOTE

**This job description is not intended to be exhaustive and is merely a guide of expected duties. It is expected that the post holder will adopt a flexible attitude and accept that the duties may have to be varied with or without notice to fit business requirements or individual development needs.**

#### BENEFITS

- Opportunity to shape the future of the role and ongoing development within community boxing landscape as part of a newly formed team.
- A positive and welcoming work culture.
- Inclusive and diverse work environment.
- Training opportunities.
- Working in a knowledgeable, high achieving, engaging team.

#### EQUAL OPPORTUNITIES

WABA is an equal opportunity employer and welcomes applications from candidates irrespective of age, gender, race, colour, nationality, ethnic or national origin, disability, religion, sexual orientation, or marital status. No applicant will be disadvantaged by conditions that cannot be shown to be justified and selection will be based on merit.

End.