

JOB DESCRIPTION

Job/Role Title:	BUSINESS OPERATIONS EXECUTIVE
Reporting to:	BUSINESS OPERATIONS MANAGER
Location:	WORLD SAILING OFFICES, LONDON
Key Date:	Application Deadline: 11 February 2019

Background

World Sailing is the world governing body for the sport of sailing, officially recognised by the International Olympic Committee (IOC) and International Paralympic Committee (IPC)

World Sailing is responsible for:

- the promotion of the sport internationally;
- managing sailing at the Olympic and Paralympic Games;
- developing the Racing Rules of Sailing and regulations for all sailing competitions;
- the training of judges, umpires and other administrators;
- the development of the sport around the world; and
- representing sailors in all matters concerning the sport.

The principal members of World Sailing are the 145 'Member National Authorities' (MNAs) and the 100+ 'Class Associations'.

We have a clear and ambitious vision:

A world in which millions more people fall in love with sailing; inspired by the unique relationship between sport, technology and the forces of nature, we all work to protect the waters of the world.

Our mission:

To make sailing more exciting and accessible for everyone to participate or watch, and use our reach and influence to create a sustainable future for our sport and the waters of the world.

Role

Reporting to the Business Operations Manager, the Business Operations Executive's main role is to support the Business Operations & Finance team and Technical Team as well as supporting other World Sailing departments, members, athletes and sailors within various roles.

Key Responsibilities

- **Provide support to the Business Operations & Finance Team**
 - Yearly processing and sending out invoices for builder/classes/MNA fees
 - Maintain accurate records of staff holidays through Timetastic
 - Maintain a staff travel calendar
 - Admin support as required
- **Provide support to the Technical team**
 - Managing orders and delivery of plaques
 - Issue plaque invoices
 - Manage stock levels of plaques
 - Record plaque purchases via the Plaque and IHC log
 - Admin support as required
- **Support of Athletes and Sailors via ADAMS system/Anti-Doping**
 - Issuing of Therapeutic Use Exemption (TUE) for all sailors
 - Updating “whereabouts” information on ADAMS to include America's Cup, Volvo Ocean Race and Para World Sailing
 - Results management
- **Manage Travel Arrangements**
 - Research and book travel arrangements to include flights, trains, hotels and transfers for World Sailing staff, members, etc. in accordance to the World Sailing Travel Policy.
 - Provide travellers with directions and destination information and to advise of relevant flight regulations and required travel documentation.
- **Support during Mid-Year and Annual Conference**
 - Co-ordination of staff travel
 - Prepping name cards for all meetings booked
 - Supporting registration desk during Mid-Year
- **General – Other duties**
 - Manage the Executive Office email account
 - Manning reception by welcoming World Sailing visitors to World Sailing Headquarters
 - Dealing with telephone enquiries
 - Ensuring administrative systems, processes and databases are efficient and well managed
 - Provide Admin support to other World Sailing departments within World Sailing headquarters
 - Other tasks as agreed with the Business Operation Manager as appropriate to the role

Relationships & Interfaces

Strategic reporting to:

- Business Operations Manager

Support & Guidance to:

- World Sailing staff, Members and visitors

Personal Attributes & Experience

Essential

- A degree level qualification
- Excellent written and verbal English language skills
- Basic accounting knowledge such as posting invoices
- Advance knowledge of Microsoft Office package
- Excellent interpersonal skills
- The ability to meet tight deadlines
- Full and flexible attitude to deal with our client facing areas and office related requests
- Evidence of working within and contributing to a team environment
- A willingness to learn new skills and develop existing competencies
- Strong communication and negotiation skills
- Excellent organization and analysis skills
- Innovative and a problem solver
- Presentable and smart in appearance
- Personable and engaging

Desirable

- Knowledge of Sage 50
- Experience with using ADAMS system/WADA
- Second European language
- Interest in the sport of Sailing

Please send your CV with a details cover letter

We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age

January 2019