



## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	ISAF Emerging Nations Programme (ENP) Administrator
<b>ACCOUNTABLE TO:</b>	ISAF Training and Development Manager
<b>JOB PURPOSE:</b>	Supporting the ISAF Training and Development Manager in all departmental duties, with specific emphasis on the Emerging Nations Programme.
<b>APPLICATION DEADLINE:</b>	Tuesday 7 April 2015
<b>INTERVIEWS:</b>	Wednesday 15 April 2015
<b>ROLE COMMENCEMENT:</b>	As soon as possible after interview
<b>SALARY:</b>	Available on application
<b>HOW TO APPLY</b>	<p>A covering letter and full CV should be sent to <a href="mailto:hr@isaf.com">hr@isaf.com</a> or by post to the Head of Administration at:</p> <p>International Sailing Federation Ariadne House Town Quay Southampton SO14 2AQ United Kingdom</p>

**Candidate Profile:****Required:**

- Good communication and interpersonal skills
- Ability to work and communicate well with volunteers, professionals and colleagues
- Excellent filing, organisation and administration skills
- High level of personal presentation, preparation and organisation
- Good computer skills (Outlook, Excel & Word) and confident with IT systems
- Accurate with a good eye for detail
- Sound judgement and common sense in dealing with sensitive and confidential matters
- Ability to interact with people from different countries and cultures
- Ability for occasional travel abroad with reasonable notice

**Desirable**

- Experience in sales, logistics and / or customer service environments
- Practical experience of Sail Training Programmes
- Ability to speak another language (French, Spanish) in addition to English

## **ACCOUNTABILITIES:**

### **ISAF Specific:**

- To directly support the Training and Development Manager in administrating the day to day tasks of the department.
- Liaison with ISAF Nominated Experts delivering the ISAF ENP Clinics, in order to provide logistical support (Booking of flights for ISAF Experts, Shipping of ISAF Training Resources / promotional items etc)
- Working with staff in the ISAF Competitions department in administration of data related to applications and subsequent ISAF Member National Authorities registrations for the Regional ENP Clinics (Youth Worlds and World Championships) as well as the annual ISAF Youth Worlds event.
- Maintenance and population of a central database and localized spread sheets with full details of all ENP participants (Nations, Sailors and Coaches involved).
- Presentation of relevant ISAF ENP data / statistics to internal and external stakeholders of ISAF.
- Administration of logistics for MNA 'Recognized Training' accreditation audits / subsequent re-validations and provision of on-going support to those MNAs.
- Evaluate and monitor sailors benefitting from funding awarded through Olympic Solidarity 'Athlete Scholarships' programme.

### **Other Responsibilities:**

Any other relevant tasks assigned.