



JOB DESCRIPTION

NAME:

JOB ROLE TITLE: Membership Services Administrator

ACCOUNTABLE TO: Head of Operations

JOB PURPOSE: To support the Head of Operations. This is a working document to be reviewed on an on-going basis.

APPLICATION DEADLINE: Friday 18 March 2016

INTERVIEWS: Thursday 24 March 2016

ROLE COMMENCEMENT: As soon as possible after the interview

SALARY: Available on application

HOW TO APPLY: A covering letter and full CV should be sent to hr@sailing.org or by post to the Head of Operations at:

International Sailing Federation
Ariadne House
Town Quay
Southampton
SO14 2AQ
United Kingdom

KEY ACCOUNTABILITIES:

General

- Assist and report to Head of Operations in all areas of work as required including the following and any other tasks assigned.

Committees / Commission

- Council
 - Assist with the preparation of the agenda
 - Minutes
- Assist Head of Operations as required with:
 - Executive (including the Election of Officers)
 - General Assembly / Election
- Disciplinary Commission

Insurance and Company Secretarial

- Preparation of schedules/proposal forms for annual insurance renewal.
- Company Secretarial administrative support

Human Resources

- In conjunction with the Head of Operations, maintain and update the Staff Handbook.
- Maintain and update the staff intranet.
- Maintain and update the MNA Manual with the Head of Operations
- Template administrator and provide training for new members of staff
- Health and Safety induction for new members of staff
- Organisation of staff Christmas party lunch
- Ordering of Executive / staff uniforms
- Risk Assessment of Office and Work Stations

WORLD SAILING Conferences and Meetings

- Assist the Head of Operations in preparations for World Sailing conferences and meetings.
- Maintain the Meetings website
- Co-ordinate mailings for the meeting
- Meeting Schedule and meeting room layouts
- Liaison with MNA and Hotel
- Shipping
- Organisation of staff accommodation
- Assistance with observer registration and delegate/observer badge production

Publications and Merchandise

- Co-ordinate and prepare the Yearbook for publication
- Co-ordinate the mailing
- Collate and notify Members of Yearbook amendments
- Ensure a Yearbook is placed in the library
- Maintain relevant areas of the World Sailing website,

Other Responsibilities

- Any other tasks assigned

SKILLS/KNOWLEDGE/QUALIFICATIONS/EXPERIENCE REQUIRED:

Required:

- Good communication and interpersonal skills
- Discreet
- Trustworthy
- Excellent written skills
- Accurate with a good eye for detail
- Ability to work and communicate well with volunteers, professionals and colleagues
- Ability to interact with people from different countries and cultures
- Ability to adapt and be flexible to work in a varied environment
- High level of computer literacy including Database
- Ability to work well as part of a team and also on your own
- Ability for occasional travel abroad with reasonable notice

Desired:

- Ability to speak another language in addition to English
- Confident in editing and publishing online