

## JOB DESCRIPTION



**JOB ROLE TITLE:** Technical Co-ordinator

**ACCOUNTABLE TO:** Head of Technical and Offshore

**APPLICATION DEADLINE:** Monday 13 July 2015 (*updated*)

**INTERVIEWS:** Thursday 30 July 2015 (*updated*)

**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@isaf.com](mailto:hr@isaf.com) or by post to the Head of Technical & Offshore at:  
International Sailing Federation  
Ariadne House  
Town Quay  
Southampton  
SO14 2AQ  
United Kingdom

**JOB PURPOSE:** To support the Head of Technical and Technical Manager in a coordinator capacity, and undertake specific projects in the following aspects of the company's activities:

### KEY ACCOUNTABILITIES:

#### ISAF Specific:

- To action ISAF policies as decided by ISAF Council and Executive Committee or other relevant ISAF Committees;
- To maintain and update the ISAF website; regarding Measurement Information, Classes, Class Rules, Offshore fixtures on Searchable Calendar
- Reviewing of ISAF Classes and status
- Process applications for ISAF Class Status
- Inspect production of ISAF Classes and equipment at builders premises

#### Support to ISAF Committees

- Ensuring that the following Committees and Sub-Committees are properly serviced and that the Council policy decisions emanating from these groups are actioned;
  - Equipment Committee and Sub-committees
  - ISAF Classes Committee
  - Oceanic and Offshore Committee and Sub-committees
  - Disabled Sailing Committee (technical areas)
- Prepare agendas, record and produce minutes;
- Support committee and working party activities;
- Draft/edit submissions
- Draft/edit Class Rules and Measurement Forms
- Liaise with committee members and facilitate internal communication within the committees
- Organise boat and equipment evaluation events as decided by Council/Executive.

**Other Responsibilities**

- Licensing of Approved Builders
- To process windsurfing builder registrations
- To process ISAF Learn to Sail Boat applications
- To process ISAF class reports
- To process plaque purchases
- Liaise with Class Associations, National Authorities and Boat Builders
- Maintain and update the ISAF Technical publications and official plans
- Any other tasks assigned.

Class Responsibilities as assigned.