



## **JOB DESCRIPTION**

**NAME:**

**JOB ROLE TITLE:** Training and Development

**ACCOUNTABLE TO:** Head of Operations

**JOB PURPOSE:** To support the Head of Operations.

**APPLICATION DEADLINE:** Friday 25 March 2016

**INTERVIEWS:** Monday 4 April 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:

World Sailing  
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.
- Liaise and work with the 2 Training & Development Advisors
- Liaise with the Regional Development Co-ordinators

### **Committees**

- Development and Youth Committee
- Preparation of Agenda and supporting papers
- Minutes of the meeting

### **IOC Olympic Solidarity**

- Liaison with the IOC Olympic Solidarity Department regarding formal applications for OS funded training programmes, appointments of World Sailing Nominated Experts and subsequent reporting procedures.
- Maintain a detailed log of candidate specific feedback for all IOC Olympic Solidarity funded World Sailing Training and Development Programmes.

### **World Sailing Scholarship**

- Communicate and follow up with Members of National Authorities (MNAs) interested in attending the World Sailing Training Scholarship, providing application related support that enables successful attendance of their candidates.
- Liaise between World Sailing and scholarship organisers and experts.
- Assist with logistical support (flights, accommodation, transport and event organisation)

### **World Sailing Technical Courses**

- Liaison with appointed World Sailing Nominated Experts and host MNAs in order to provide logistical support (booking of flights, hotels and shipping of World Training Resources and promotional materials) to ensure practical elements of the World Sailing Technical Courses for Coaches are confirmed and run smoothly. Working with all involved to pre-determined deadlines.
- Ensure all experts course reports are completed and returned to the IOC in a timely manner

### **World Sailing Development Symposium**

- Project Management of venue logistics (pre, during and after the event); flight bookings for invited guests and World Sailing Nominated Experts; and delegate registration process for the World Sailing Development Symposium.
- Take minutes at the symposium, record comments and manage attendee register.

### **World Sailing Recognized Training**

- Administration of logistics for MNA Recognized Training Accreditation audits and subsequent re-validations and providing on-going support to those MNAs.
- Maintaining a record of data related to the delivery of national activity within MNAs and World Sailing Recognized Training accreditation.
- Maintain a database of recognised training schemes including transferability agreements.

### **World Sailing Approved Training Centres**

- Administration of World Sailing Approved Training Centre applications and audits.
- Maintain a record of data related to the delivery of activity within World Sailing Approved

Training Centres.

**Connect to Sailing**

- Maintenance and population of a central database on activity for World Sailing Connect to Sailing partners.
- Administer agreements with World Sailing connect to sailing partners.
- Develop a database of connect to sailing programs that are willing to share with other MNA's

**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 and Microsoft Office products (word, excel, etc.)
- 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
- Sailing experience or experience in the sporting environment.