

JOB DESCRIPTION

Job/Role Title: **WORLD SAILING CLASSES EXECUTIVE**

Reporting to: **TECHNICAL AND OFFSHORE DIRECTOR**

Role summary

Main responsibilities:

The WS Classes Executive is responsible for managing the administrative and technical services to the 120 World Sailing Class Associations and their manufacturers, specially focused on servicing classes and maintaining World Sailing's databases and reporting systems.

Key Responsibilities

- Provide support to the World Sailing Classes and their manufacturers
- Control world-wide production of equipment tracking plaques and certification, manage equipment registration schemes and equipment databases
- Maintain World Sailing Technical and Offshore webpages using World Sailing's CMS
- Maintain Class Association CRM database by liaising with 120 Class Associations and ensuring the database is up to date and compliant with GDPR guidelines
- Advise on areas of growth and efficient ways of handling departmental administration via World Sailing's CRM
- Manage class applications for World Sailing class status, class annual reports and event reporting systems
- Maintain class agreements and licensed manufacturer agreements and monitor compliance with regulatory requirements for WS class associations
- Liaise with World Sailing Classes and International Measurers regarding rules, regulations and associated control processes.
- Provide full support to the following World Sailing Committees:
 - World Sailing Classes Committee
 - Equipment Committee
 - International Measurer's Sub-Committee
 - Equipment Rules Sub-Committee
 - Sailor Categorization Commission

Knowledge and Technical Skills

Knowledge:

- A working knowledge and understanding of CRM and database administration
- Experience of using Wordpress CMS
- Knowledge of sailing's equipment key performance factors
- Knowledge of equipment manufacturing processes and materials
- Quality control procedures and tools
- Knowledge of the Equipment Rules of Sailing, Racing Rules of Sailing and World Sailing Regulations
- Experience around sailing events

Skills:

- Previous involvement in sailing through any technical capacity. (i.e. coaching, naval architecture, performance optimization, manufacture, measurement)
- Excellent written and verbal English language skills.
- Excellent interpersonal skills.
- High computer literacy. Database experience a plus.
- Good communication ability, both verbal and in writing (technical and non-technical)
- Interest and involvement in the sport of sailing.
- Completely comfortable working irregular hours and traveling internationally.
- Ambitious with a 'can do' attitude.
- Organized, methodical and thorough individual.
- Constant improvement driven.
- A willingness to learn new skills and develop existing competencies.
- Second international language encouraged.

Relationships & Interfaces

Strategic reporting to:

- Director of Technical and Offshore

Support & Guidance to:

- World Sailing Classes
- World Sailing Committees (listed above)
- Equipment Manufacturers
- International Measurers and Event equipment inspectors
- World Sailing staff

Travel and Other requirements

Flexibility to work irregular hours and traveling internationally.

March 2021