

FIS COMPETITION COORDINATOR

Location: Cavendish Street, London W1W 6XH
Salary: Competitive
Position type: Fixed-term (July 2019 to April 2020)



SCOPE

The individual will be responsible for all race entries from FIS level through to World Cup level across all GB Snowsport (GBS) disciplines, as well as processing FIS licences. They will also be expected to assist with other areas of administration across the national governing body.

KEY RESPONSIBILITIES

- Follow all existing GBS processes to coordinate competition entries across all disciplines: Alpine, Freestyle, Snowboard, Nordic, Speed Ski & Telemark. Entries will vary from FIS level to World Cup level and may sometimes including non-FIS events such as the World Rookie Tour or Rev Tour.
- Process and issue licences for athletes to compete at British and international events. This involves liaising with the Home Nations, collating Certificate of Health forms, working with the Head of Coaching in the case of new applicants and offering general support to applicants.
- Communicate with the International Ski Federation (FIS) on matters such as quota management
- Liaise with race organising committees, athletes and coaches
- Assist with ad hoc projects and tasks as required
- Answer queries from coaches, athletes and parents via email and telephone
- Track and invoice race entry fees owed and produce weekly settlement reports
- Process GBS voting memberships and support with administration surrounding the AGM
- General day-to-day office duties
- Use the online system which supports race entry requests, competition licence applications and voting membership applications

KEY CHALLENGES

- Demanding client base
- Prioritising workload with short timescale to meet deadlines
- Responding to last minute changes or alterations
- Knowledge and understanding of competitive snowsport
- Some weekend work may be required

KEY RELATIONSHIPS

- GBS HQ team including senior management
- All coaches/staff of GBS working outside of the London office
- Alpine Director
- Athletes and parents
- Providers and stakeholders including FIS, British Olympic Association, UK Sport, GBski, and TASS
- Non-GBS coaches and training academies

KEY ATTRIBUTES

Essential	Desirable
<p>Skills</p> <ul style="list-style-type: none"> • Demonstrable experience of using IT and Microsoft Office 365 packages • Project management skills • Time management • Very strong written and verbal communication • Quick learner, adaptable in fast pace fast environment <p>Qualifications</p> <ul style="list-style-type: none"> • Educated to at least A Level <p>Experience</p> <ul style="list-style-type: none"> • Meeting deadlines successfully • Organising events • Project management <p>Personal Qualities</p> <ul style="list-style-type: none"> • Highly organised • Good interpersonal skills • Calm; ability to work under pressure • Positive attitude • Uses initiative • Ability to build and maintain relationships • Attention to detail 	<p>Skills</p> <ul style="list-style-type: none"> • Speaks another language <p>Qualifications</p> <ul style="list-style-type: none"> • Graduate <p>Experience</p> <ul style="list-style-type: none"> • Previous programme management experience • Previous ski/snowboard race or competition experience • Previous experience in sporting organisation <p>Personal Qualities</p> <ul style="list-style-type: none"> • Sporting background - preferably in skiing or snowboarding