



JOB TITLE: ASSISTANT SECRETARY
REPORTING TO: CEO
BOARD POSITION: NO

GENERAL OVERVIEW OF POSITION

International Powerlifting success is at the forefront of the British Powerlifting strategic plan, international success inspires increasing standards and participation through to grass roots powerlifting.

British Powerlifting has recovered strongly from the pandemic and membership is the highest ever and close to 5000. We are also now a recognised National Governing Body and have powerlifting accepted as a BUCS sport.

To strengthen our secretariat, we wish to appoint an Assistant Secretary to assist the CEO, other directors and officers in the day-to-day administration of British Powerlifting.

Working closely with the CEO and other officers.

This is a voluntary role, but reasonable agreed expenses will be paid including a £100/month basic allowance. A laptop and any other essential equipment will be provided. It's important to understand that this isn't always a nine to five job and some flexibility may be required entailing occasional evening and weekend working. The workload will vary according to the international championships calendar.

KEY RESPONSIBILITIES

- a. Assisting the CEO and Financial Director in designated administrative tasks, including but not limited to:
 - i. Answering website queries and/or forwarding them to appropriate divisional officers.
 - ii. Maintaining accurate records of payments received from international lifters for entry and doping fees, hotel costs, transport and banqueting costs.

- b. Assisting Head Coaches with the paperwork associated with selecting international teams and notification of lifters.

SKILLS AND EXPERIENCE REQUIRED

- a. Excellent communication and IT skills.
- b. Proficient in MS Word, Excel and PowerPoint.
- c. Proficient in using the internet.
- d. Able to use on-line entry systems such as Goodlift.
- e. A good communicator and able to work effectively with all Board members, officers and members.

OTHER REQUIREMENTS:

- a. The successful applicant will be required to sign a British Powerlifting Volunteer Agreement.
- b. This role may involve access to sensitive information and adherence to a strict confidentiality code is essential.
- c. Must be or become a member of British Powerlifting.

APPLICATIONS:

These should be sent, with CV and covering letter to richard.parker@britishpowerlifting.org by 15th December 2022

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