



Endurance Administrator Role Outline

Appointed by BMAF Services Ltd./BMAF Road Running Lead to support the organisation (and running) of a particular Competition or competition programme. Reports to the Road and Cross-Country Running Leads.

Anticipated Time commitment:

This depends on the competition(s) being administered. For the current national programme of 10 road and cross-country championships per year this is likely to be in the region of 2-3 hours per week for approximately 20 weeks in the year.

Responsible for:

1. Supporting the planning and organisation of the competitions. This might include making enquiries to and subsequently booking venues, competition technology and other essential items.
2. Appointment of any commercial vendors, media, equipment providers, first aid and other third party suppliers e.g. lunches/refreshments etc and in consultation with the Road & Cross Country Leads and the Race Director, negotiating where appropriate, discounts or a financial incentive.
3. Support on the day with general administrative duties as outlined and agreed in advance, with the Race Director. This might include (but not limited to) officials' registration, collation of Officials expense claims, trouble shooting, dealing with photography forms and bibs.
4. Logging financial transactions related to the competition for approval and payment by the Finance Officer/Directors of BMAF Services
5. Preparation of Profit & Loss Account for each competition, which feed into the management accounts of BMAF Services

Qualifications

- Excellent organisational and administrative skills
- Excellent communication skills
- A good understanding of what's involved in organising a national competition.
- Excellent MS Word and Excel skills for record keeping, planning and related documents
- A willingness to help and support
- A passion for the sport is desirable but not essential.