BMAF IT Support Administrator Role Outline

Role Overview

The purpose of this role is to write, maintain and develop some Excel spreadsheets for more bespoke masters result calculations, like age grading, registration lists compatible with OpenTrack.

The role is appointed annually and will work as part of the IT Team.

Anticipated Time Commitment:

A few hours for initial set-up of tools.

1-2 hours training on use of the tools for up to 10 events per year (this does not need to be face to face training but could be a more interaction training resource e.g. video recording etc. to save time/effort.

Ongoing time commitment low – overseeing, maintaining and development as required.

Role Description: (this is indicative only)

- Set up the tools
- Maintain ad develop the tools to meet BMAF and competition organisers needs.
- Provide training or suitable training materials on the tools

Qualifications:

This role would suit someone with:

- Good IT skills especially MS Excel
- Good administrative skills
- Good interpersonal skills for training delivery or preparations