



Track & Field (T&F) Administrator Role Outline

Appointed by BMAF Services Ltd./BMAF T&F Programme Lead to support the organisation (and running) of a particular Competition or competition programme. Reports to the T&F Programme Lead.

Anticipated Time commitment:

This depends on the competition(s) being administered. For national outdoor and indoor championships this is likely to be in the region of XXXXX

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 T&F Programme Lead, Finance Officer (and Meeting Manager), negotiating where appropriate, discounts or a financial incentives.
3. Performing an audit of medal stocks prior to and following the competition.
4. Block booking of accommodation for officials etc, in consultation with the Officials Secretary and T&F Programme Lead in line with the BMAF Officials Expenses Policy.
5. Support the meeting manager to send out communications and correspondence as required.
6. Support on the day with general administrative duties as outlined and agreed in advance, with the T&F Programme Lead and Meeting Manager. This might include (but not limited to) officials registration, collation of Officials expense claims, trouble shooting, dealing with photography forms and bibs.
7. Other administrative duties as required by the T&F Programme Lead.

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.