

JOB DESCRIPTION

Job/Role Title:	FACILITIES ASSISTANT
Reporting to:	BUSINESS OPERATIONS DIRECTOR
Location:	World Sailing, 20 Eastbourne Terrace, London

Background

World Sailing is the world governing body for the sport of sailing, officially recognised by the International Olympic Committee (IOC) and International Paralympic Committee (IPC)

World Sailing is responsible for:

- the promotion of the sport internationally;
- managing sailing at the Olympic and Paralympic Games;
- developing the Racing Rules of Sailing and regulations for all sailing competitions;
- the training of judges, umpires and other administrators;
- the development of the sport around the world; and
- representing the sailors in all matters concerning the sport.

The principle members of World Sailing are the 145 'Member National Authorities' (MNAs) and the 100+ 'Class Associations'.

We have a clear and ambitious vision:

A world in which millions more people fall in love with sailing; inspired by the unique relationship between sport, technology and the forces of nature, we all work to protect the waters of the world.

Our mission:

To make sailing more exciting and accessible for everyone to participate or watch, and use our reach and influence to create a sustainable future for our sport and the waters of the world.

World Sailing will be moving from Southampton to a new headquarters building in London on the 31/07/17.

Role

Reporting to the Business Operations Director, the Facilities Assistant will have primary responsibility for providing a proactive, high-level of service for meetings.

With the Athlete Services Assistant, be responsible for ensuring the reception is run efficiently and effectively, being a welcoming first point of contact for Board, staff, visitors, sponsors, volunteers and contractors who come to the World Sailing HQ.

Key Responsibilities

Meeting Rooms

- Set up meeting rooms to a high standard, moving furniture and equipment in preparation for meetings and seminars. Liaise with World Sailing Teams, catering, IT when required, to discuss meeting room requirements.
- Operate a computerized meeting room booking system regarding meeting room requirements.
- Ensure daily that meeting rooms are clean and tidy and stocked with appropriate stationery items.
- Ensure the meeting room facilities at World Sailing HQ remain in a manageable, safe and effective condition.
- Assist with printing requirements for any meetings in conjunction with the various World Sailing Teams.
- Occasional change of hours maybe required for meeting room set up or other requests.
- Use best business practices to manage and reduce operation costs

Travel

- Research and book travel arrangements (flights, hotels & transfers) for World Sailing staff, Board, volunteers etc which may include last minute or large-scale requests
- Provide travelers with directions and destination information and advise of relevant flight regulations and required travel documentation.
- Create detailed itineraries

General

- Manage client facing areas, ensuring that they are kept to a high standard.
- To ensure administrative systems, processes and databases are efficient and well managed.
- Attend the Annual Conference and Mid-Year meetings to help with delegate registrations. This will involve overseas travel.
- Work with the Athlete Services Assistant on merchandise orders ensuring orders are dispatched in a timely manner

Other duties

- Other tasks as agreed with the Business Operations Director and CEO as appropriate to the role

Relationships & Interfaces

Strategic reporting to:

- Business Operations Director

Interaction with:

- World Sailing staff, Members, visitors

Personal Attributes & Experience

Essential

- A degree level qualification
- Excellent written and verbal English language skills
- Excellent interpersonal skills
- The ability to meet tight deadlines
- Full and flexible attitude to deal with our client facing areas and office related requests.
- Evidence of working within and contributing to a team environment
- A willingness to learn new skills and develop existing competencies
- Interest in the sport of Sailing
- Strong communication and negotiation skills
- Excellent organization and analysis skills
- Innovative and a problem solver
- Presentable and smart in appearance
- Personable and engaging

Desirable

- Interest in Sport
- Second European language

We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age