



Army Sport Control Board

JOB DESCRIPTION

Title: Secretary Army Triathlon Association and Army Swimming Union

Employed by: Director Army Sport Control Board

Reports to: Chief of Staff, Army Sport Control Board

Location: Army Sport Control Board, Mackenzie Building, Fox Lines, Aldershot GU11 2LB

Job Purpose Summary:

The Secretary is responsible for the 'day to day' running of the Army Triathlon Association and Army Swimming Union and is to promote participation of these sports throughout the Army. They are to ensure that all commercial and non-commercial activities are carried out in an effective, efficient and timely manner and in accordance with Army, ASCB and NGB policy. The Secretary will report directly to the COS, ASCB but is responsible to the Chair and Sport Management Board for the delivery of each sport's Charter and Management Plan.

The responsibilities of the Secretary for **Army Triathlon Association (ATA) and Army Swimming Union (ASU)** are as follows

- To act as the Secretariat for the **ATA and ASU** in accordance with the direction and vision of the respective Chair and the Sport Management Board and iaw guidance, policy and direction from the NGB and the ASCB.
- To organise and deliver **Army Triathlon and Army Swimming** competitions and fixtures in accordance with NGB policy and Army Policy on Risk to Life Sport and Safe Systems of Training including the annual Inter Service competitions where the Army are the Service Lead.
- To manage the sports budget and to ensure that financial propriety (including shop stock, clothing and equipment as appropriate) is being observed within the rules and regulations provided by the various authorities¹ and to provide support to the Finance Officer (if applicable) iaw the Sport 5 year Management Plan.
- To look for opportunities for new Sponsorship and to manage existing relationships with key sponsors, in accordance with policy, ensuring accountability, transparency and probity.
- To maintain, develop and produce the **ATA and ASU** Management Plans, Terms of Reference (TOR) and to organise AGMs and other meetings as required.
- To provide the main point of contact between the **ATA and ASU** and their respective NGBs and external stakeholders including dissemination of rules, policy, assurance and governance and to disseminate information and policy between the sport practitioners, the ASCB and the wider Army chain of command.

¹ The Charity Commission SORP, HMRC, Service Funds Regulations (where applicable), Materiel Regulations for the Army and ASCB Policy.

- To assist with the promotion of the **Army Triathlon and Swimming** through the provision of promotional material to the ASCB Website, and other internal (MOD) sites as required and to external channels such as Social Media (Facebook, Twitter, ASL).
- To manage the AOs in support of **Army Triathlon and Swimming**, act as Line Manager, and provide support and leadership in their areas of responsibility.

(The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform mutually agreed job-related tasks other than those specifically presented in this description)

Job Requirements: (Educational qualifications, knowledge, skills and abilities):

To have a sound knowledge of the Army; previous commissioned service would be an advantage.

The individual must have an interest in sport and demonstrate experience of delivering sport and the ability to organise high profile competitive sporting events. To be computer literate, able to manage budgets and the ability to communicate clearly and concisely both orally and in writing.

Some travel will be necessary, as will some weekend and evening work.

Personal Attributes:

The individual will be reliable, loyal, tactful, able to prioritise, delegate as required and meet deadlines. Good communication and inter-personal, administrative and organisational skills are essential. Have a bright out-going, positive personality able to promote and encourage participation and interest in sport, be a team player and be armed with a sense of humour.

Date: 27th November 2018