

British Powerlifting Administrator

Job Overview

As the pivotal point of contact for managing athlete travel arrangements and logistics, BP's Travel Coordinator ensures seamless travel experiences for athletes, coaches, and referees alike. The Travel Coordinator must adeptly handle everything from booking flights and accommodations to managing travel budgets and navigating the complexities of travel policies, insurance and compliance with Host venues and federation rules.

This role also powers the administrative section of British powerlifting and co-ordinates key governance activities, including, but not limited to, administering board meetings, processing invoices, coordinating volunteer expenses.

Travel Responsibilities & Duties

- Plan and coordinate travel itineraries
- Book flights, hotels, and ground transportation
- Research travel options and provide recommendations based on budget and preferences
- Communicate with travel vendors, host federations and negotiate contracts for services
- Maintain records of travel expenditures and prepare expense reports
- Ensure compliance with travel policies and budgetary constraints
- Provide assistance during travel disruptions or emergencies
- Gather feedback from travelers to improve services and offerings
- Stay updated on travel trends, regulations, and industry changes

Administrative Duties

- Attend and minute board meetings, ensuring agreement and member distribution

- Co-ordinate AGM reporting and arrangements
- Provide administrative support to finance director for invoice processing
- Co-ordinate volunteer expenses for BP events

Qualifications & Skills

- Experience in travel coordination or a similar role
- Knowledge of travel agency software and booking systems
- Familiarity with popular travel destinations and cultures
- Strong negotiation and interpersonal skills
- Excellent organizational and time management skills
- Strong communication abilities, both verbal and written
- Detail-oriented with a high level of accuracy
- Ability to work effectively under pressure and meet deadlines
- Previous experience in expenses and invoice authorization
- Proficiency in Microsoft Office Suite and travel-related software
- Customer service-oriented with a problem-solving mindset

Hours : 15 hours per week, flexible location