



The Boat Race Company Administrator

Role Description

This role will require the successful individual to deliver administrative duties across the Boat Race Company Limited (BRCL) to support the company operations and delivery of The Boat Race event. The successful candidate will directly report to a member of The Boat Race Board and work on a daily basis with the Event Manager. The role requires close working with members of the executive team and Board. The Boat Race Administrator will be managing a range of activities delivering to several stakeholders, including the other staff and volunteers, the Oxford and Cambridge boat clubs and Boat Race partners.

As the principal administrator at the company this person is the day-to-day point of contact for the company, executive team, Board, Boat Race partners and stakeholders, media, alumni and supporters.

The successful candidate

They should be an enthusiastic and resilient team player as well as a self-starter, able to work closely and intensely with others for periods as well as able to work effectively alone at other times. The BRCL Administrator is a crucial member of a small team delivering a world-famous sporting event. The company promotes a culture of high standards, regular in-time open and constructive feedback, and mutual support to get the best out of everyone.

This position will require the successful candidate to have strong IT skills alongside administrative, office management and event experience. Our Administrator needs to possess excellent communication and written skills and a flexible approach to working.

The BRCL Administrator role requires a well-organised, efficient, and effective communicator and networker. They should be reliable, tolerant, and able to represent the company and work to establish mutually beneficial relationships with key partners and stakeholders.

The candidate will be supporting the Company, the Board, the Chair and the Event Manager in a number of tasks surrounding The Boat Race and associated events (including the Trial VIII's, Presidents Challenge, fixtures and crew announcements). This successful candidate will be able to have a broad overview of the organisation and be able to work with smaller groups to support bringing all elements together.



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Key responsibilities

1. Administrative Support to The Boat Race Company – approx. 20% of time

- Manage day-to-day mail, email and telephone enquiries for the company
- Secretary to the BRCL Board and Board Chair which involves taking minutes of the meetings, co-ordinating Board meetings and updating Board actions.
- Support to Board sub committees as required, this may involve co-ordinating meetings, taking minutes and distributing action items.
- Support to all members of the executive team supporting and facilitating good team communication.
- Assist with the preparation, filing and sharing of administrative documents
- Maintain company policies and procedures
- Set up and manage IT licences and accounts.
- Organising and managing filing system
- Organise and manage contact and mailing lists

2. Event Support – working in direct support of the Event Manager – approx. 40 % of time

- Scheduling of meetings, note taking and action management from weekly Exec Team Meetings
- Venue bookings for meetings and associated events
- Creation and management of invitations and guest lists at associated events
- Finance tracking – raising of PO's, updating budget tracker and processing of invoices
- Event documentation updating, reviewing, and amending
- Event Clothing – ordering of staff and volunteer clothing and management of distribution
- Printing, distribution, and circulation of event documents
- Event accreditation– vehicle and personnel passes
- Event catering at all associated events
- Booking accommodation and travel
- Umpire liaison and briefing
- Volunteer – support recruitment of individuals and drafting briefing papers
- Supplier liaison
- Hospitality support including invitations
- Race Presentation liaison including trophy preparations
- Post event debrief collation
- **On site for Boat Race Week – 20th March to 26th March 2023**



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3. Administrative support for Comms and Marketing Committee Meetings

- Format and send BRCL e-newsletter manage mailing lists, report on open rates, distribution and link clicks.
- When required, share information with relevant partners and stakeholders and board members.
- Ability to post and amend scheduled content on all BRCL digital channels (website and social media) in line with overall comms plan
- Collation and fulfilment of Press Accreditation lists, and distribution of passes
- Supporting with management and updating of Boat Race website

4. Commercial – working in direct support of Commercial Lead – approx. 10% of time

- Administrative support for Commercial Committee Meetings as required
- Administrative support for Commercial Lead supporting the Partnership Management Team

5. ESG – Outreach and Community – working directly with Board Members approx. 10% of time

- Administrative support for Better Shared Future Committee
- Support organising outreach and sustainability activities – scheduling events and coordination of activities with partners and stakeholders.



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Terms of position

This position will be home based with occasional travel to London, Oxford and Cambridge.

Initial contract to 30 Jun 2023 with potential to extend.

Opportunity to work flexibly, however full availability required in the 6 weeks before The Boat Race and 4 weeks following.

The role does the successful candidate to be on site in Putney, London for Boat Race Week - 20th March to 26th March 2023

Average 4 days a week / 30hrs - including occasional evening and weekend work, potentially rising to 5 days a week / 37.5hrs for the weeks immediately prior to/following The Boat Race on 26 March 2023.

Your application and the recruitment process

In order to apply you should submit:

- A current CV which shows your career history – we recommend that this is no longer than two pages;
- A brief supporting statement explaining why you are interested in this role detailing how you meet the skills we are seeking (see knowledge and skills section above) – we recommend that this is no longer than two pages;

Please send your application, by email to CUBC.Rep1@theboatrace.org

Closing Date – Applications should be received by 18:00hrs November 18th 2023

Selected candidates will then be invited to an interview on week commencing 28th November 2022

Please contact Siobhan Cassidy [CUBC.Rep1@theboatrace.org] or Chris Price (events@theboatrace.org) if you wish to have an informal discussion about the role or if you have any other questions to help you decide whether to apply.