

Job description

Job Title:	Medals & Trophy Controller
Type of contract:	This is a voluntary role for a term appointment of 3 years with acceptable expenses paid.
Location:	Greater London
Responsible to:	ASA London Swimming Finance & Administration Committee
Who can Apply:	Anyone who is a member or prepared to become a member of a club or organisation affiliated to the London Region.
Brief Description	To organise the purchase and delivery of London Swimming Medals and Trophies. To ensure the trophies are present and in good order for presentation at competitions.
Key responsibilities:	<p><u>Medals</u></p> <p>To collaborate with the Administration & Member Services Officer in the management of the Region's stock of medals by:</p> <ul style="list-style-type: none">• contacting annually each discipline to assess and order medals they require;• advise the Administration & Member Services Officer of medals held in stock, ordered and used;• if not attending championships and meets personally, to arrange delivery of medals to an agreed person for each discipline who will arrange for medals to be at each meet, appropriately laid out for presentation; and• as needed, in conjunction with the Finance & Administration Committee, to review the Region's medal supplier. <p><u>Trophies</u></p> <p>To collaborate with the Administration & Member Services Officer in the maintaining the Region's trophies by:</p> <ul style="list-style-type: none">• arranging for trophies to be returned 2/3 months ahead of the relevant competition in order to ensure that they have been engraved, been cleaned and are in good repair prior to the championship or meet;• ensuring the trophies are labelled and delivered to the correct competition and session for presentation;• ensuring the relevant receipts and paperwork are completed by the winners before they take the trophies and stored in the Region's records;

- reporting to the Finance & Administration Committee if any trophies are in need of major repair or restoration, or missing.
- maintaining a list of the current Trophy Holders and send this regularly to the Administration & Member Services Officer.

Job Criteria (i.e. skills, behaviour and experience required): including specialist skills

Delivery

- Effective administration skills.
- Effective communication and team working skills.

Closing Date:

18th December 2017

How to apply:

Applications, to be submitted in the form of a resume, covering statement and the appropriate recruitment form via email to:

london@swimming.org

demonstrating how the applicant meets the job requirements will be welcomed from suitably qualified people

All members of the London Region are expected to carry out their role in accordance with the ASA Laws and Code of Ethics