



**ENGLAND**

Due to recent resignations of officers within the English Powerlifting Association applicants are now invited to apply the following vacancies.

Enquiries to: [kevinjane51@btinternet.com](mailto:kevinjane51@btinternet.com)

Executive Officer positions **TREASURER** and **VICE CHAIRPERSON**

Non-executive positions **CHAMPIONSHIP SECRETARY** and **DEVELOPMENT OFFICER**

**Treasurer - English Powerlifting Association**

JOB TITLE: Treasurer

REPORTING TO: Executive committee

BOARD POSITION: YES

GENERAL OVERVIEW OF POSITION

1. To have overall responsibility for all financial aspects of the English Powerlifting Association (EPA) including but not limited to:
  - a. Maintaining accurate accounts of all receipts and payments.
  - b. Preparing detailed financial reports for Board meetings and advising any corrective actions required.
  - c. Work closely with the Executive committee and other board members to ensure EPA finances are sound and continue to grow.
  - d. Advising the Executive on maximising returns from capital.
  - e. Using on-line banking to manage current, deposit and savings accounts to the best advantage.

f. Using PayPal to manage membership fees, entry fees and international team payments or similar online payments systems.

g. Validating and paying expense claims.

h. Payment of all received invoices from the Commonwealth Powerlifting Federation (CPF), and other sources.

i. Preparation of invoices.

j. Entitled to claim expenses for preparation of accounts and reports.

#### QUALIFICATIONS AND EXPERIENCE

a. Experience in dealing with sports body finances would be an advantage.

b. Connections with an established accountancy practice would be an advantage.

d. Must be fully proficient in the use of MS Word, Excel etc.

e. Must be able to use Zoom, Teams or similar.

#### SOFT SKILLS AND EXPECTED BEHAVIOUR

a. Outstanding communication skills – written, verbal and presentation.

b. Must be able to work effectively with all Board members, particularly the Executive.

c. Must be able to deal competently with members' enquiries and expense claims.

d. Strong planning and organisation skills adept at managing change.

e. A team player with an open and consultative style and optimistic approach.

f. Good self-awareness, emotional intelligence and “political instincts”.

#### 2. Other requirements:

a. Would suit someone who is retired or semi-retired.

b. The successful applicant will be required to sign a British Powerlifting

Volunteer's Agreement.

c. Must be or become a member of British Powerlifting

### **VICE CHAIRPERSON –**

**To serve as Chairperson in the absence of a chairperson or as delegated**

- Not limited to acting as the organization's leading representative. ...
- Taking the chair at both general meetings and board meetings. ...
- Ensure effective and constructive communication with shareholders and stakeholders.
- Act as a spokesperson for the organisation when appropriate
- Addressing and resolving any conflicts within the Board

### **DEVELOPMENT OFFICER - ENGLISH POWERLIFTING ASSOCIATION**

JOB TITLE: DEVELOPMENT OFFICER

REPORTING TO: EPA Executive

BOARD POSITION: non-executive

#### **GENERAL OVERVIEW OF POSITION**

*To further expand our membership base we wish to appoint a Development Officer to implement a comprehensive development programme.*

The EPA has currently (2023) around 3,800 members.

Working closely with the Executive and other board members to develop and deliver a strategic development plan that will lead to the significant growth of the EPA's membership and competitive base.

#### **RESPONSIBLE FOR:**

- a. All aspects of powerlifting development within and on behalf of the EPA as determined by the Board.
- b. Working with the nine English divisions to get local development officers in position.
- c. Overseeing and assisting local Development Officers in their programmes for developing each of their areas.

d. This shall include, but not be limited to:

- i. Developing innovative programmes for increasing membership.
- ii. Defining targets for participation at all levels of performance.
- iii. Recommending strategies for ensuring the EPA fully promotes British Powerlifting's continued growth as the only fully WADA compliant drug tested powerlifting organisation in the UK.
- iv. Developing and improving the EPA affiliated Club structure.

#### EXPERIENCE AND QUALIFICATIONS:

- a. Must have a proven track record of success in sports development.
- b. Should be fully conversant with powerlifting at all levels within affiliated clubs, independent gyms, schools and universities.
- c. Must be able to communicate effectively with all levels of people involved in powerlifting.

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- d. Must have, or be able to develop, a good working relationship with all Board directors.

#### SOFT SKILLS AND EXPECTED BEHAVIOUR

- a. Outstanding communication skills – written, verbal and presentation.
- b. Significant and proven experience in being able to influence others.
- c. Balanced decision making with high emotional intelligence.
- d. Motivated and results orientated with the drive to take tough decisions and continuously raise the bar and achieve targets.
- e. Strategic thinker – able to establish vision, provide direction and inspire followership.
- f. Strong planning and organisation skills adept at managing change.
- g. A team player with an open and consultative style and optimistic approach.

h. Good self-awareness, emotional intelligence and “political instincts”.

4. Other requirements:

a. The successful applicant will be required to sign a British Powerlifting Volunteer’s Agreement.

b. Must be or become a member of British Powerlifting

### **Championships Secretary –**

REPORTING TO: EPA Executive

BOARD POSITION: Non-executive

#### GENERAL OVERVIEW OF POSITION

Competition is the life blood of our sport and is of critical importance to the English Powerlifting Association as part of British Powerlifting

The role of the Competition secretary will be to co-ordinate the English Powerlifting Championships currently the All England, English Bench Press, and English Inter-divisional championships.

#### DESCRIPTION OF ROLE KEY RESPONSIBILITIES

The Competition Secretary’s responsibilities include but are not limited to:

a. Planning and delivery of the EPA powerlifting annual competition calendar.

b. Identifying suitable venues with the capacity to run National championships and organisers/promoters able to commit to staging national events.

c. Liaison with the Sponsors to ensure our sponsorship agreements are used effectively for championships and approved by the Executive.

d. To report regularly to the EPA Executive on all sporting components, services and operations leading to the successful implementation of English National Powerlifting events.

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#### SKILLS AND EXPERIENCE REQUIRED

- a. 3+ years of sport events management or a proven track record of delivering high class sporting events.
- b. Track record of excellent organisation and leadership abilities.
- c. Excellent people management skills and the ability to lead and develop people.

#### SOFT SKILLS AND EXPECTED BEHAVIOUR

- a. Excellent written and oral communication skills.
- b. Ability to mediate between various stakeholders effectively.
- c. Ability to manage conflict and find resolution.
- d. Ability to prioritise short versus long term strategies.
- e. Ability to work effectively under pressure with a wide variety of people.

#### OTHER REQUIREMENTS:

- a. The successful applicant will be required to sign a British Powerlifting Volunteer Agreement.
- c. Must be or become a member of British Powerlifting