

There is an exciting opportunity to work for Sail Training International which is the organisation that runs the world-class annual Tall Ships Races and Regattas. Sail Training International is a UK-based registered charity established to help develop and educate young people through its events and the sail training experience around the world.

Job Description: Race Assistant, Tall Ships Races for Sail Training International

The Race Assistant is part of the Race Directorate team and will primarily be responsible for the administration and coordination of assigned Tall Ships Races and Regattas.

The role requires extensive administrative and secretarial skills, working with a range of software applications and databases. The job is based at Sail Training International's offices in Gosport, Hampshire, UK, but also requires travelling away from the office when deployed as a member of our event team. The Race Assistant reports to the Head of Race Directorate.

Personal Specification

The role requires someone with the following qualities and skills:

Bright, articulate with a friendly disposition and a keenness to take on challenge and responsibility. A team player and self-starter with the ability to work independently with limited supervision. International perspective and experience. Excellent spoken and written English is a requirement and at least one other European language a distinct asset. Good project coordination skills. Highly experienced office administration and secretarial skills with a good level of accuracy and attention to detail in all areas. Highly proficient IT skills with MS Office including Word, Excel and Outlook and a sound working knowledge of databases. Professional telephone manner and excellent communication skills. Flexible and a positive outlook with a proven aptitude in event coordination. Good interpersonal skills and a team player who can work effectively under pressure during events.

Responsibilities

These will include:

- Being a key member of Tall Ships Race and Regatta project teams, coordinating the race administration.
- Liaising with Host Ports and participating Tall Ships.
- Maintaining and updating databases and information systems.
- Drafting and distributing race documentation.
- Organising travel for race management planning visits to potential and contracted host ports.
- Helping coordinate ship recruitment between Sail Training International and Host Ports.

Terms and Conditions

A full-time or near full-time role based in the office but a requirement to travel and work long hours when deployed on Tall Ships Races and Regattas. Salary between £23,000 and £29,000 depending on experience plus a contributory pension scheme and private health insurance.

How to apply

Please send a CV with a covering letter to Recruitment@sailtraininginternational.org. Deadline for applications 4th December 2017 with interviews planned for the week commencing 18th December for invited applicants.