

Job Descriptions

Prepared by:

Bill Brassington – Commodore

Roger proctor – Designer's Representative

International Topper Class Association

The International Topper Class Association secretariat are looking to fill three freelance, part-time roles. They are:

- 1. Secretary General**
- 2. Community Secretary**
- 3. Regatta Secretary**

We hope to build on our existing structure and so have split the existing functions of the International Secretary into three distinct roles.

This could mean three separate people undertaking these roles, or two people undertaking one or two of the roles. That will be determined at interview by the expertise and experience of the applicants.

Additionally the manufacturer, Topper International (TI), have identified two potential areas of development for them:

- Their online and social media presence for all of their products.
- Closer liaison and interaction with their agents and distributors to encourage and/or initiate the formation of more NAITCs, recognition and adoption of the Topper by National Sailing Associations and so ultimately encouraging sales.

Therefore if there is a shared communications role it could possibly be based at TI, either in Ashford in Kent, or Datchet in Berkshire.

Background

ITCA (World) (ITCA) is the umbrella organisation for the numerous National Associations of the International Topper Class (NAITCs) around the world. Its role is to promote international participation in the Topper in fast, fun, fair and competitive sailing in a brilliant dinghy for junior, youth and smaller adults.

Recently ITCA held the World Championships in China with a truly international participation of 20 nations and over 265 sailors. We want to capitalise on and expand that success, and also the relationships that the Class established.

Currently the management of the Class is undertaken by a number of volunteers led by an International Committee, a Management Committee and supported by a Technical Committee, all assisted by a part-time International Secretary, whose role has expanded substantially over the last three years.

An overview of the roles

- 1 Secretary General (SG).** To be the administrative hub of the class, maintain official class documents and plan, manage, monitor and report on the class finances. Represent the Class throughout the year alongside class officials at WS and NMA level, establishing and working with NAITCs, building relationships with Topper sailors and their families and promoting the Class generally, on and offline, with the CS. Importantly to work closely with TI and its agent/dealers worldwide in the promotion of the Topper, encouraging them to organise and hold national and regional Topper events (in partnership with the RS), form NAITCs and establish relationships with World Sailing (WS) and National Sailing Federations (NMAs).
- 2 Community Secretary (CS).** Marketing, social media and content is becoming ever more important to ITCA and its expanding worldwide audiences such as WS, NMAs, NAITCs, Topper sailors and their families. The CS will build, grow and manage ITCA's online communities and database plus also create appropriate content and marketing materials such as literature, exhibitions, photos and films, as well as press content. The CS would also work part-time for TI on their online and offline marketing.
- 3 Regatta Secretary (RS).** To plan, run and deliver international events on the water and off. This will involve negotiating Hosting Agreements, creating budgets and managing all aspects before and during the events. Sourcing sponsorship for the events and working with the official film makers and photographers in order to develop the Class and its international activities and image.

These three roles are developmental, and the incumbents will need to be proactive in working together and in developing the full extent of their roles, supporting ITCA as it expands.

The jobs in full

1 Secretary General (SG) of ITCA

Possibly based at TI but not a prerequisite, the SG will need to undertake all of the functions listed below initially, however as part of the role, and as the Class grows and the Secretariat functions expand, the Secretary General may develop additional support roles and report to the Management Committee and the International Committee as to how they are to be implemented and funded.

Overall the SG shall perform and undertake all such reasonable duties and responsibilities as may from time to time be allotted by ITCA in connection with the work, administration and general running of ITCA and such other general office work, maintenance and other duties as may be required.

Overview

The central role of the SG is to be the central point of contact for individuals worldwide, and alongside the Community Secretary promote and communicate the International Topper and ITCA's vision, developing, encouraging and supporting its individuals and the international community, whilst providing the international administrative lead and support.

Importantly to work closely with TI and its agents/dealers worldwide in the promotion of the Topper, encouraging them to organise and hold national and regional Topper events, form NAITCs and establish relationships with WS and NMAs. To be the administrative hub of the class, maintain official class documents and plan, manage, monitor and report on the class finances. Represent the Class throughout the year alongside class officials at WS and NMA level, establishing and working with NAITCs, building relationships with Topper sailors and their families and promoting the Class generally, on and offline, with the CS and RS.

Specifically:

- Act as the first point of contact, lead the administration and the day to day communications for ITCA
- Act as a Class 'ambassador'
- Alongside the CS communicate individually with the Topper's international community
- Work as necessary with the RS in the delivery of the world championships and any regional championships
- Contribute to ITCA's online communities
- Liaise with Topper NAITCs and help establish more
- Support the officers of the class
- Liaise and work with TI and their agents/distributors
- Represent the Class alongside class officials where necessary
- Attend international events
- Manage and coordinate the finances of the class

Scope

Specifically, the SG works and liaises with the:

- RS
- CS
- The Commodore
- The Management Committee
- The International Committee
- NAITCs, both formed and forming
- Topper sailors and their families worldwide
- The Designer's Representative
- TI and Approved Licensees
- Various NMAs
- WS

More detail

- Run the ITCA 'Hub' and act as the first point of contact, leading the day to day communications/interactions of the Class
- Lead the administration for ITCA
- Acting as a Class 'ambassador', building and maintaining good relationships with all parties at all times. Demonstrating 'understanding', excellent negotiation skills and partnership working at all times
- Coordinate, bring together and communicate with the Topper's international community, to encourage and develop participation and active Topper sailing communities
- In liaison with the RS, covering ITCA events as necessary
- Alongside the CS promote and disseminate the good work and activities of all existing and potential national class associations
- Promote the international work and coverage of the Topper to WS and NMAs
- Work closely with the RS and CS in the communication and delivery of the world championships and any regional championships
- Liaise and work with existing NAITCs and help establish more NAITCs and more regional events
- Liaise and work with TI and their agents/distributors to encourage their activities with regard to the Topper, their participation in building relationships with their relevant NMAs and encourage them to organise regional, national and local events
- Where appropriate and requested, represent the Class alongside class officials with WS and NMAs
- Actively support the work of and the administration of the Commodore, President, Management Committee, International Committee, The Designer's Representative and Topper International Limited
- Attend international events (1 per year at present but may increase with more regional events) and work alongside the RS and CS

- At events coordinate and bring together the Topper's international community to encourage and develop participation and active Topper communities, also pre and post events
- Alongside the CS and RS, recruit entries for events from as many countries and continents as possible
- Manage travel grants as necessary
- Book and manage coaching throughout the year as necessary and make payments (where necessary) for their services
- Alongside the CS and RS recruit and liaise with sponsors, ensuring that they get 'value for money' in terms of their presence and coverage
- Ensure and administer the Royalty payments from TI
- Take and manage entry fees in liaison with the RS
- Undertake basic bookkeeping, budget planning, control and reporting for all activities, and provide information in a timely manner to the Class Treasurer every year
- Assist as required the Commodore and Technical Committee in the monitoring and maintaining of, and ensuring compliance with, the International Class Rules and the Constitution
- Prepare all necessary paperwork for the International Committee meeting, ensuring that it is delivered on schedule and full minutes are kept and distributed in a timely manner
- Assist the International Measurer with any administration or paperwork as necessary
- Complete other tasks as may reasonably be required from time to time
- Occasionally it will be necessary to be contactable outside of normal office hours as committee members are volunteers, often in different time zones, and may need to communicate in the evenings and at weekends
- Alongside the CS, maintain and manage a GDPR compliant database and ensure all data capture and usage (including images and films) are compliant with the appropriate laws that exist at the time
- Maintain office equipment and software relevant to the role

Characteristics

- Likes and has a good understanding of IT, social media and communications generally
- Probably a sailor or someone who has members of your family who sail – preferably a Topper, but not necessarily
- A team player contributing to the Management Committee's debate and discussions where appropriate, sharing knowledge and ideas, but also being comfortable working alone and using initiative when required
- Enthusiastic, self-motivated person who enjoys a challenge
- A good 'people person' who is friendly and builds positive relationships at all levels, both face to face and online
- Has good attention to detail and organised, and is able to calmly report 'as it is'
- Undertakes your work in a timely way and is able to prioritise
- Knows how to manage, control and move on from challenging situations, remaining professional at all times

- Straight forward and diplomatic in your dealings, demonstrates empathy and is prepared to 'listen', but maintains and fosters good relationships between all parties avoiding 'political' situations and remaining courteous at all times

Freelance hours

January to August inclusive 1.5 days per week (at 7.5 hours per day) for 33 weeks.

September to December inclusive 1 day a week for 15 weeks.

Plus 7 days to attend the Worlds based on 53.5 hours.

Total projected annual remuneration £6,435 (pro rata £21,600 per annum).

The hourly rate is £12.

Allowance of 2 weeks holiday in period from January to August and 2 weeks from September to December inclusive, already deducted from the above figures.

The hours are flexible and based on need at the time.

2 Community Secretary (CS)

The CS will need to undertake all of the functions listed below, however as part of the role, and as the Class grows and the Secretariat functions expand, the CS may develop additional support roles and report to the Management Committee and the International Committee as to how they are to be implemented and funded.

Overall the CS shall perform and undertake all such reasonable duties and responsibilities as may from time to time be allotted by ITCA in connection with the work, administration and general running of ITCA and such other general office work, maintenance and other duties as may be required.

Overview

Social media and content is becoming more and more important to ITCA and its expanding worldwide audiences such as WS, NMAs, NAITCs, Topper sailors and their families, and this is an area that needs development by the CS.

Probably based at TI, the CS needs to continue to build, grow and manage ITCA's online communities, also using a CMS to populate and keep up to date ITCA's website plus creating and helping to produce appropriate and GDPR compliant marketing materials such as literature, exhibitions, photos and films, as well as ensuring press releases go to appropriate media.

The CS will use analytics tools to monitor social media outlets, online forums and blogs, and create content on a regular basis. They will probably be a shared resource alongside TI.

Scope

The CS will work and liaise with the:

- Head of Marketing and PR
- The Designer's Representative
- Topper International Limited (the manufacturer) and its distribution network
- RS and SG
- The Management Committee
- NAITCs, both formed and forming
- Topper sailors and their families worldwide

More detail

- Alongside the SG coordinate, bring together and communicate with the Topper's international community, to encourage and develop participation and active Topper sailing communities
- Build, grow, manage and contribute to ITCA's online communities
- Content creation – writing blog posts, articles, newsletters, communications materials, and material for social media channels, management and content creation for the ITCA website (which needs redesigning) using a CMS
- Social media marketing – creating, managing and growing the Topper's presence through content, Twitter, Facebook, and other strategically relevant online channels
- Events – in liaison with the RS and Head of Results, covering ITCA events

- Public relations – managing incoming media requests and building relationships with yachting journalists; creating, executing and measuring digital media campaigns
- Community relationship management – Engaging with the ITCA community across social media and the website, managing any online feedback forums and raising the visibility of the Class to become ‘the website for junior sailing’
- Communications/marketing strategy – Working with the Head of Marketing and PR to create strategic marketing/communications plans to direct ITCA’s public-facing digital communications
- Analytics – Using Google Analytics and other measurement tools to provide reports on metrics, and continually find ways to improve on those metrics through testing and new initiatives
- Alongside the SG promote the good work and activities of all existing and potential NAITCs
- Alongside the SG promote the international work and coverage of the Topper to WS and NMAs
- Work closely with the RS in the communication of the world championships and any regional championships, plus publishing reports and results and disseminating appropriately
- Liaise and work with TI and their agents/distributors to promote regional, national and local events
- Actively support the work of the Commodore, President, Management Committee, International Committee, The Designer’s Representative and Topper International Limited
- Alongside the SG and RS seek out, recruit and liaise with sponsors, ensuring that they get ‘value for money’ in terms of their presence and coverage, along with the RS
- Through your work coordinate and bring together the Topper’s international community, to encourage and develop participation and active Topper communities
- Through your work and alongside the SG and RS recruit entries for events from as many countries and continents as possible
- Liaise with sponsors, ensuring that they get ‘value for money’ in terms of their coverage
- Maintain and keep up to date the Topper Alumni record
- Complete other tasks as may reasonably be required from time to time
- Occasionally it is necessary to be contactable outside of normal office hours as committee members are volunteers, often in different time zones, and may need to communicate in the evenings and at weekends
- Alongside the RS and SG, maintain and manage a GDPR compliant database and ensure all data capture and usage (including images and films) are compliant with the appropriate laws that exist at the time
- Maintain office equipment and software relevant to the role

Characteristics

- Likes and has a good understanding of IT, social media, CMS and communications generally
- Probably a sailor or someone who has members of their family who sail – preferably a Topper, but not necessarily
- Enthusiastic, self-motivated person who enjoys a challenge
- You are a good ‘people person’ who is friendly and builds positive relationships at all levels, both face to face and online

- A team player contributing to the Management Committee's debate and discussions where appropriate, sharing knowledge and ideas, but also being comfortable working alone and using initiative when required
- Has good attention to detail and organised, and is able to calmly report 'as it is'
- Undertakes your work in a timely way and is able to prioritise
- Remains professional at all times
- Straight forward and diplomatic in your dealings, demonstrates empathy and is prepared to 'listen', but maintains and fosters good relationships between all parties avoiding 'political' situations and remaining courteous at all times

Freelance hours

Annually 1 day per week (at 7.5 hours per day) for 48 weeks.

Total projected annual remuneration £4,320 (pro rata £21,600 per annum).

The hourly rate is £12.

Allowance of 2 weeks holiday in period from January to August and 2 weeks from September to December inclusive, already deducted from the above figures.

The hours are flexible and based on need at the time.

3 Regatta Secretary (RS)

The RS will need to undertake all of the functions listed below initially, however as part of the role, and as the Class grows and the Secretariat functions expand, the RS may develop additional support roles and report to the Management Committee and the International Committee as to how they are to be implemented and funded.

Importantly social media and content is becoming more and more important to ITCA and its expanding worldwide audience, and this is an area that really needs development at events and is also the responsibility of the RS.

Overall the RS shall perform and undertake all such reasonable duties and responsibilities as may from time to time be allotted by ITCA in connection with the work, administration and general running of ITCA and such other general office work, maintenance and other duties as may be required.

Overview

The role of the RS is to negotiate, plan and deliver the International Topper World Championships and any Regional Championships. They will work closely with the President in planning them and their delivery.

As part of this, and working closely with the SG and CS, they will contribute to the promotion and communication of the Topper vision, developing, encouraging and supporting its international communities, whilst providing the international administrative lead and support for events.

Specifically:

- Work alongside the President for the planning and delivery of international events
- Work closely with the SG and CS
- Recruit entries
- Recruit and liaise with sponsors
- Manage the event, on-water and off-water helping to create 'event experiences' for the sailors, their families and supporters
- Hosting Agreement
- Event insurance
- Results
- Trophies
- Officials
- Expenses and payments at the event
- Budgeting
- Opening ceremony, mid-week entertainment and closing ceremony
- Press, photography and film coverage
- GDPR compliance along with the CS

Scope

The RS works and liaises with the:

- The SG and CS
- President
- Management Committee
- Various host sailing clubs throughout the world
- Various NAITCs throughout the world
- Sailors and their families throughout the world, in conjunction with the SG and CS

Accountabilities

- Attend the Worlds and other regional events every year at various locations around the world
- Work with and provide the International President with active support before, during and after the event
- With the President negotiate, maintain and update the Hosting Agreement as necessary.
- Organise the venues, accommodation, RIBs, etc as necessary
- Liaise and work closely with the SG as necessary
- Coordinate, organise and attend international events (1 per year at present but may increase with more regional events)
- At events coordinate and bring together the Topper's international community, to encourage and develop participation and active Topper communities both before and afterwards
- Recruit entries for events from as many countries and continents as possible
- Manage travel grants as necessary
- Manage coaching at the events as necessary
- Recruit and liaise with sponsors, ensuring that they get 'value for money' in terms of their presence and coverage along with the CS
- Plan and manage the event, ensuring the organising and delivery of on-water and off-water management
- Be responsible for liaising with the President over health and safety
- Ensuring delivery and compliance to the Hosting Agreement by the Host
- Organise event insurance
- Plan and manage the event for off-water events and, where appropriate, entertainment as necessary
- Ensure results are posted delivered, posted and disseminated
- Arrange daily management meetings throughout the event, maintaining notes and actions
- Ensure the delivery of the appropriate facilities for the event and the officials, including the Jury and any other officials
- Take and manage entry fees in liaison with SG
- Organise accommodation and expenses payments (in liaison with the SG) and any other payments necessary for approved officials

- Maintain and monitor the budget for the event, coordinating closely with the SG
- Plan and manage the opening and closing ceremonies mid-week entertainment
- Organise appropriate press, photography and film coverage of events in liaison with the CS
- Alongside the SG and CS, maintain and manage a GDPR compliant database and ensure all data capture and usage (including images and films) are compliant with the appropriate laws that exist at the time
- Lead on the processes and documentation of the logistics for international competitions
- Notify NAITCs, sailors, parents and coaches of international competition arrangements, grants, policies, notice of races, coaching and any other relevant information
- Create, publicise and maintain the international competition calendar 2 years in advance, in conjunction with the President
- Issue and control approved grants to NAITCs and pay coaches (where necessary) for their services
- Be responsible for and organise the trophies (and their timely return), competitor registration, results, medical forms, allergies, prize-giving, and pre-event information/ reading, and other events as required by the President
- Maintain a record of international Topper results and publicise in the media or otherwise as appropriate
- In liaison with SG, maintain and update the international website to ensure it contains the latest information in the various designated languages
- Complete other tasks as may reasonably be required from time to time
- Occasionally it will be necessary to be contactable outside of normal office hours as committee members are volunteers, often in different time zones, and may need to communicate in the evenings and at weekends

Characteristics

- First and foremost, you are an organiser (the events) and negotiator (with the Hosts, officials, participants and others). You may even really like a spreadsheet and budgeting!
- You know how to have fun and get others to participate, whilst realising that good organisation and the timely anticipation of issues helps deliver the successful management and delivery of events
- A multitasker, flexible with a 'can do' attitude
- Has good attention to detail and is able to report it 'as it is' without exaggeration
- Likes and has a good understanding of IT, social media and communications generally
- Enthusiastic, self-motivated person who enjoys a challenge
- A team player contributing to the Management Committee's debate and discussions where appropriate, sharing knowledge and ideas, but also being comfortable working alone and using initiative when required
- A good 'people person' who is friendly and likes to build positive relationships at all levels, both face to face and online, remaining professional at all times
- Undertake your work in a timely way and is able to prioritise
- Knows how to manage, control and move on from challenging situations, remaining professional at all times

- Probably a sailor or someone who has members of your family who sail – preferably a Topper, but not necessarily
- Straight forward and diplomatic in your dealings, demonstrates empathy and is prepared to 'listen', but maintains and fosters good relationships between all parties avoiding 'political' situations and remaining courteous at all times

Freelance hours

January to August inclusive 1.5 days per week (at 7.5 hours per day) for 33 weeks.

September to December inclusive 0.5 days a week for 15 weeks.

Plus 7 days to attend the Worlds based on 53.5 hours.

Total projected annual remuneration £5,760 (pro rata £21,600 per annum).

The hourly rate is £12.

Allowance of 2 weeks holiday in period from January to August and 2 weeks from September to December inclusive, already deducted from the above figures.

The hours are flexible and based on need at the time.

Timescales

We are looking to recruit as soon as possible. Interviews will be held at a single location to be determined.

Please send your CV to commodore@itcaworld.org