

Role Description:

British International 420 Class Association Secretary

Reporting To: Chairman of the British International 420 Class Association (BI420C)

Role Purpose

To administer and support the British International 420 Class Association (BI420C) in accordance with its constitution, class charter, and rules. The Secretary plays a key role in maintaining the high standards of the BI420C as the World Sailing-recognised premier youth sailing class, both domestically and internationally.

Key Objectives

- Ensure effective governance and administration of the BI420C.
 - Support the Chairman and elected Committee in delivering the Class's mandate to develop world-class sailors.
 - Facilitate the execution of national and inland championships, international team participation, and uphold the behaviour charter and class rules.
 - Maintain strong relationships with members, stakeholders, and governing bodies such as the RYA.
 - Helping with the Training Programme, liaising with sailing clubs and ensuring facilities and assets (ribs etc) for the training days.
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Core Administrative Responsibilities

- **Committee & Governance Support**
 - Organise and administer Class Committee meetings, AGM, and any EGMs.
 - Prepare agendas in consultation with the Chair or Deputy.
 - Coordinate meeting logistics (online or in-person).
 - Minute meetings and record actions, responsibilities, and timelines.
 - Distribute post-meeting communications and securely archive minutes on the members' area of the website.
- **Constitutional Compliance**
 - Support the Chairman, Treasurer, and Sailing Secretary in ensuring adherence to the Class constitution.

- Assist in managing the Class's relationship with the RYA, including meetings and event requirements.
 - **Membership & Events Administration**
 - Ensure timely completion of the annual Class affiliation process.
 - Administer UK National Championships, Inland Championships, and four major annual events in collaboration with the Sailing Secretary.
 - Respond promptly to member and prospective member enquiries.
 - Maintain an up-to-date database of members, club contacts, committee members, and perpetual trophy custodians.
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Class Presence & Communications

- Maintain the Class's online calendar of events, training, and racing.
 - Update and manage the BI420C website to ensure relevance and accuracy.
 - Upload race reports, results, training materials, and technical documents.
 - Coordinate Class representation at events (e.g., Dinghy Show, ET, Junior Class showcases) with the Marketing Officer.
 - Attend selected Class events to engage with members and support event delivery.
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International Class Administration

- Lead administrative processes for selection and participation in international events.
 - Manage documentation, payments, and logistics for international entries.
 - Communicate with selected sailors and coordinate event support with the Teams Manager.
 - Liaise with the International 420 Class Secretary as required.
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Qualifications & Skills

- Passion for youth sailing and its development.
 - Experience in traditional and social media marketing.
 - Proven administrative and secretarial experience.
 - Strong organisational and IT skills.
 - Excellent interpersonal and communication abilities.
 - High attention to detail and ability to prioritise tasks effectively.
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Terms of Employment

- **Status:** Self-employed
- **Hours:** 20–30 hours per month (with potential for increase by mutual agreement)
- **Rate:** £20/hour
- **Location:** Remote (work from home)
- **Reporting:** Monthly timesheet submission