

## Competitions Support Assistants

### Four Roles

**Status:** Voluntary

**Remuneration:** Agreed expenses

**Location:** Mainly Sport Wales National Centre

**Meetings:** Attendance at 4 meetings per year

**Reporting:** Community Business Development Manager, Simon Oyler

### Role Descriptor

Table Tennis Wales (TTW) is the National Governing Body for the sport in Wales. During the 2019-2020 season, some of our longstanding competition volunteers retired, therefore we have vacancies on the competition committee to help with future events

As an organisation events are a major part of the operations as it helps elite, development and beginner players. We cater for Veteran player's right down to Dragon ages.

The **Competitions Support Officers** will provide support to the lead officers at events

### Key Responsibilities

- Provide support to Lead Officers in the build up to event/s
- Provide support on the day to Lead Officers in the running of the event/s
- Engage with the competition committee to provide on the ground support
- Manage TTW confidential information appropriately
- In line with GDPR instructions, keep all sensitive information safe and secure