

We are looking for a part time member of staff to join our Athletics Data team working on the Power of 10 ranking list website. The role is flexible but some Sunday/Monday work would be expected.

#### Job Description:

- Responding to, and dealing with customer enquiries
- Use of excel to manipulate results into a format compatible with the website
- Uploading performances for athletes around the world
- Ensuring athlete profiles are accurate and up to date

#### Person Specification:

- Good Microsoft Excel skills
- Excellent attention to detail
- A passion for track & field results & statistics with regular use of the Power of 10 & runbritainrankings.com
- Knowledge of leagues, club athletics, age group hurdles/throwing weights
- An interest in USA university athletics is an advantage
- Experience of responding to email enquiries & work well under pressure

Candidates would work from home and at such times as required to fulfil the demand as dictated by the competitive season and the number of fixtures taking place that weekend.

If interested please contact Jacky Brett at [jacky.brett@athleticsdata.com](mailto:jacky.brett@athleticsdata.com) by Friday 22<sup>nd</sup> January 2021 with a brief résumé and covering note explaining your relevant experience, qualifications and demonstrate something you have done which would be relevant to us.