



Recruitment Archives Officer

Overview - BWF

The Badminton World Federation (BWF) is the world governing body for the sport and has its headquarters in Kuala Lumpur, Malaysia.

Badminton has been an Olympic Games sport since the Barcelona 1992 Olympic Games. The BWF has 180 Members, 175 of these are national badminton federations responsible for regulating and developing badminton in their country.

Continental Confederations administer, manage and develop the sport together with the national federations in their region. There are five Continental Confederations: - Badminton Africa, Badminton Asia, Badminton Europe, Badminton Oceania, Badminton Pan America.

The BWF, its Members and Continental Confederations work together in a coordinated approach to the development of the sport worldwide.

The BWF Council is responsible for providing policy and administrative guidance and oversees the day to day operations of the Federation. The Council is appointed by the Annual General Meeting for a four year term.

The Secretary General is responsible for day to day operations and is accountable to the Council.

Position Title Archives Officer

Reports To Director of Operations

Reports Nil

Internal Liaison

- BWF Staff
- BWF Members
- Continental Confederations

External Liaison

- Badminton museums
- Collectors of badminton memorabilia
- Photographers and suppliers of badminton photos
- Authors of badminton books / articles

Overview

Reporting to the Director of Operations, the Archives Officer is responsible for coordinating the day to day collection and storage of badminton / BWF information relevant to the history of the sport / BWF.

The Archives Officer maintains the BWF Badminton Heritage Collection – the archived collection of photos, digital images, videos, printed material, memorabilia and items which are stored, preserved and classified for retrieval and use at a later date.



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The systematic sourcing and archiving of material / information is important for the use of all BWF departments and for publishing on BWF digital platforms and corporate communications such as the annual report.

The Archives Officer also manages the content of the BWF Digital Museum including the writing of articles and sourcing of images for the Digital Museum.

Responsibilities

The Archives Officer is responsible for:

- Working closely with BWF staff to identify material from BWF's programmes and activities that is important to archive from a historical perspective (text, digital photos, event programmes, annual reports, memorabilia).
- Researching, gathering and organising historical badminton information.
- Locating writers / researchers to source historical information on the BWF / badminton for the Digital Museum and coordinating the preparation of this material for publication.
- Writing interesting and relevant content as required for the publication on BWF's Digital Museum.
- Maintaining the system to archive content including material on events, players, administrators and award recipients, significant BWF news from a historical perspective and development activities.
- Storing material in a systematic way that is easy to find and retrieve.
- Coordinating the preparation of badminton heritage material for online display in the Digital Museum.
- Managing content on BWF's online Digital Museum.
- Assisting in the preparation of material for publishing on other BWF websites.
- Other responsibilities as assigned by the Director of Operations.

Qualities / Attributes

The successful candidate will have:

- A knowledge of and passion for badminton.



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- A university degree
- Excellent written and spoken English language skills.
- Experience in writing articles in English.
- Excellent organisational skills.
- The ability to work independently on projects.
- Previous experience as a librarian, administrator or archivist.

A flexible attitude in working with a small team of personnel will be essential.

Selection Criteria

a) Qualifications and Experience

1. Relevant formal qualifications – a degree or high education qualification.
2. Experience as an administrator or archivist.
3. Research skills – ability to find, sort and categorize information.
4. Experience in working in a multi-cultural work environment.

Previous experience in managing content in English on websites would be an advantage. Experience in journalism would be an advantage.

b) Knowledge, Skills Personal Attributes

1. Knowledge of, and a passion for badminton.
 2. Excellent English (written and spoken) language skills.
 3. Ability to work independently.
 4. Excellent organisational and administrative skills.
 5. A positive outlook to employment.
 6. A person that takes pride in the quality of work.
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Remuneration

The salary will be discussed with the successful candidate depending on qualifications and experience. Please state your expected salary range in your application.

Employment Agreement

After a successful three month probationary period the BWF will confirm the employment. There are annual performance appraisals.



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Hours of Work

The position is contracted and full time, generally 0900 to 1800 with an hour for lunch. On occasions, the employee may be required to work on weekends if there are meetings in Kuala Lumpur that require servicing.

Required Format for Applications

1. An email application applying for the job – with a CV / resume.
2. A statement addressing the ***Selection Criteria***.

Send applications to Stuart Borrie - s.borrie@bwfbadminton.org

Time Frames

- Applications close Friday 18 July 2014.
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Contact

- Stuart Borrie, Director of Operations + 60 3 2141 7155
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