



JOB DESCRIPTION
COMMUNICATIONS
ADMINISTRATOR
BRITISH FENCING

MARCH 2026

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We want to ensure that everyone has the opportunity to receive clear, understandable information from British Fencing. If you require this document in an alternative format, such as a Word document or an audio version, please contact recruitment@britishfencing.com.



ABOUT BRITISH FENCING

British Fencing (BF) is the National Governing Body for the Olympic and Paralympic sport of fencing in the United Kingdom.

Our members are the fencers, clubs, coaches, referees and countless volunteers who make up the BF community. We aim to support them on every step of their development journeys, helping them to realise their goals in a safe, enjoyable and respectful environment. We support all ability levels: beginners, recreational fencers as well as elite international, Olympic and Paralympic athletes.

We understand the vital importance of accessibility, inclusivity and diversity, which we actively promote through our programmes. We believe that fencing is for everyone and through our social impact programmes, we aim to deliver a positive impact on people's lives.

THE ROLE

The Communications Administrator will provide vital administrative, logistical, and digital support as part of the BF Media and Communications team. The role is essential to ensuring a continuous pipeline of high-quality content that keeps BF's audiences and stakeholders engaged.

The BF Media and Communications Team has an exciting part to play in shaping the future of fencing through delivery of the BF 2030 Strategy 'En Garde for the Future'. The team will contribute to the strategy by enhancing fencing's public profile through increased positive media coverage, increasing recognition of BF and its clubs as leaders in innovation and inclusivity, and strengthening BF's branding and communications to reflect a modern, diverse, and welcoming sport, ensuring fencing is seen as accessible to all.

We are seeking an energetic, detail-oriented team member with strong organisational skills, content creation abilities and excellent written communication proficiency. You will also have a proactive desire to learn, and an interest in adopting new technologies, keeping up with media and communication tools and trends. You will use these skills to collaborate with internal teams and external stakeholders in a wide variety of ways, from supporting live streaming at major events, to contributing video and written content to BF's communications platforms, including the BF website and The Sword membership magazine.

RESPONSIBILITIES

ROLE RESPONSIBILITIES:

- *Contribute to the upkeep of department areas on the BF website (WordPress), maintaining accurate information and a positive user experience.*
- *Write news articles for the BF website, selecting engaging and appropriate imagery for each story, contacting the relevant people for accuracy, quotes and approvals.*
- *Attend BF National Championship events to support with live streaming and media coverage (please see page 8 for further information on dates).*
- *Collaborate with the editor of The Sword digital magazine, to develop and promote written and visual content, including planning, hosting, recording and writing up interviews.*
- *Report on national and international GBR fencing, adhering to BF's reporting policies.*
- *Create content for social media, in collaboration with the Media and Communications Officer.*
- *Support BF departments with communications plans and communications delivery, including partnerships.*
- *Collaborate with internal and external parties to plan, shoot and edit video content to specific lengths and requirements, to bring projects and initiatives to life.*
- *Organise and maintain the media email inbox and triage media requests.*

ORGANISATIONAL RESPONSIBILITIES:

The post holder shares with all colleagues the responsibility to:

- Promote the values of British Fencing - Honesty, Respect and Excellence.*
- Make suggestions to improve the working environment and contribute to positive employee, member and stakeholder relations within their area of work and BF as a whole.*
- Comply with all appropriate Safeguarding policies and promote best practice in this area.*
- Co-operate with measures introduced to ensure there is equality of opportunity in employment and sports equity.*
- Ensuring that the working environment is inclusive, free of sexual and racial harassment and intimidation and any other form of harassment constituting unacceptable behaviour.*
- Comply with all aspects of BF Policy, including and not limited to Data Protection, Health and Safety Policy and Arrangements, raising any associated issues and risks.*
- Comply with all aspects of any codes of conduct that might apply by virtue of the BF having a presence in facilities operated by third parties.*

This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of the changing needs of the organisation.

A photograph of two male fencers in a gymnasium. The fencer on the left is wearing a white and gold uniform and is sitting on a bicycle with a Union Jack on the wheel. The fencer on the right is wearing a white and blue uniform and is sitting on a wooden stool. Both are smiling and holding their fencing masks.

PERSON SPECIFICATION

ESSENTIAL

- *A basic understanding of the safeguarding risks posed by social media.*
- *Commitment to equality, anti-doping and safeguarding.*
- *Ability to work evenings and weekends.*
- *Excellent verbal and written communication skills.*
- *Excellent organisational and planning skills. Must be able to work autonomously and report progress efficiently, with the ability to take on and manage a project from start to finish.*

- *Strong knowledge and understanding of current trends in digital media and social media.*
- *Creative and innovative with an eye for detail.*
- *Video editing skills and understanding of processes.*
- *Excellent attention to detail and the ability to effectively proofread.*
- *Ability to co-ordinate multiple projects simultaneously to success.*
- *Ability to work to multiple deadlines.*
- *Able to work independently as well as being part of a diverse team.*
- *High Competency Level Excel, Word, Powerpoint, Smartsheet.*

DESIRABLE

- *An understanding and appreciation of the value of sport.*
- *Understanding of image manipulation tools and processes.*

PERSONAL DISPOSITION & VALUES-LED BEHAVIOUR

- *Able to remain calm and supportive under pressure.*
- *Able to demonstrate empathy with and respect towards athletes, parents and coaches in all communication mediums.*
- *Able to act professionally, demonstrating integrity and taking accountability for actions.*





ON AIR

FURTHER INFORMATION

You will be part of the BF media team, providing live streaming and media coverage for BF events, including the British Championship individual and team events, from U12 to Veteran level and wheelchair fencing.

BF events take place on approximately the same weekends every year:

- British School Team Championships: first weekend in March (typically London)*
- British Senior National Championships: end of April (typically Sheffield)*
- British Youth Championships: first May Bank Holiday (typically Sheffield)*
- British Open Championships: early July (typically Sheffield)*
- British Cadet (U17) & Junior (U20) Championships: early September (typically Nottingham)*

HOW TO APPLY

To apply for the role, please email your CV with a brief cover letter (ideally as one document) to: recruitment@britishfencing.com with “Ref:8011 Communications Administrator” in the subject title.

If you would like to discuss the role or the application, please email us on the same email address quoting the reference above in the subject title to arrange a call or ask a question.

We welcome applications from all sections of the community, regardless of age, race, colour, sex, marital status, religion, ethnic origin, nationality, disability or sexual orientation.

Responsible to: Head of Communications

Closing date: Thursday 16th April 2026, 5pm

Interview date: Monday 20th April 2026, in person, London

Remuneration: £24,000 per annum

Contract type: Full time, 35 hrs per week, including some evenings and weekends (TOIL available).

Location: Flexible, with in-person attendance at meetings in London twice a month.

Please note, this role does not include an offer of visa sponsorship.

