



Opportunity

If you are passionate about indoor skydiving/tunnel flying and love the competitive element of the sport, and have some spare time, this could be the opportunity for you. We are looking for additional volunteer administrative support to work alongside the Directors in delivering the British Indoor Nationals and to support the general running of the organisation.

mail@britishindoorskydiving.co.uk

BISA background and purpose

In 2019 British Skydiving (then the BPA) outsourced “*...functions relating to the selection, organisation and administration of UK indoor skydiving delegations to FAI/IPC indoor skydiving competitions internationally...*” to the British Indoor Skydiving Association (BISA) which was incorporated as a company limited by guarantee that year.

BISA operates under a Memorandum of Understanding (MoU) with British Skydiving, renewed in Dec 2024, which is reviewed annually. We operate independently of British Skydiving but commit to meet with them at least annually and still operate under their auspices.

Current organisation set up:

- Directors: Hari Ganapathy, Marc Fletcher, Adam Mattacola
- SME / Advisor - Kate Lindsley
- Tech consultant – Rob Shipley

BISA is operated by unpaid volunteers and we are ‘funded’ solely by UK Indoor British Nationals competition entry fees.

Our main purpose is to select teams to represent GB at world level competitions (we do this via indoor Nationals comps) and appoint Heads of Delegations (HoD) for FAI competitions. We also issue sporting licences to people representing GB (if not a skydiver) through delegated authority from British Skydiving. We assist with arranging judges (primarily for艺术 disciplines) and assist the indoor Nationals hosting tunnel with event organisation. From the competition fees we fund Head of Delegation expenses, team GB t-shirts, purchases of union flags for GB delegations, business operating expenses (accountant, Microsoft, web hosting, flyers etc), gifts to thank host tunnel organisers and other ad hoc expenses.

Role Responsibilities:

Given that BISA is a very small organisation the Directors are seeking additional resource to support with administrative tasks.

This may include such things as supporting the Directors in writing and updating policies and procedures, email inbox management, completing registration forms for international competitions, ordering and selling BISA t.shirts and any other duty required for the smooth running of the organisation.

All volunteers carry out BISA work alongside their main role / jobs, this necessitates occasional evening and weekend comms / messaging between the BISA team.

It is expected that all volunteers act as ambassadors for BISA at all times, in person and in all communications

Person Specification

Essential

- Commitment to BISA's purpose
- Ability to work constructively as part of a team and with the indoor skydiving community more broadly
- Ability to write:
 - social media posts,
 - communications,
 - emails
- Sufficient time to prepare for and attend meetings
- Flexibility in terms of meeting times
- Integrity, independence and professionalism

Desirable

- Knowledge and experience of indoor skydiving competitions
- Be an indoor or outdoor skydiver
- Previous volunteer experience

Time Commitment

- Attendance at monthly Board meetings, with adequate preparation
- Ability to dedicate the required time to work with BISA alongside any other held roles
- Ability to respond, in a timely manner, to team WhatsApp messages / emails which are often sent outside of typical working hours due to the volunteer nature of the organisation

Remuneration & Expenses

- Volunteers are unpaid
- Expenses will only be reimbursed if prior agreement has been given