



British Para-Swimming Coaching Hub Administrator

**British Swimming
Manchester Coaching Hub**

**Full-Time – Maternity Cover
Salary – £19,883 per annum (Grade 3 Inc 1)**

British Swimming is the National Governing Body for Swimming, Diving, Synchronised Swimming, Water Polo and Open Water in Great Britain. We are seeking a Coaching Hub Administrator (Maternity Cover) to provide general administration assistance to the British Para-Swimming Senior Leadership Team members and the Classification Coordinator.

The successful candidate will need to have previous administration experience including telephone answering, typing correspondence, photocopying, filing and organising accommodation and travel requirements.

Excellent communication and interpersonal skills are essential requirements for the role as well as the comprehensive keyboard skills including a thorough knowledge of word processing, emailing, spreadsheets and presentation packages.

We are looking for someone who is able to work on their own and as part of a team with a flexible approach to work and the ability to work effectively under pressure whilst managing a diverse workload.

Previous exposure to a high performance sport environment would be desirable along with the ability to take notes from meetings and produce minutes.

The person we appoint will have highly effective planning and organisation skills and the ability to work flexibly, prioritise their work and have a positive attitude.

If you feel that you have the skills and attributes for this position then we would like to hear from you.

Please contact, bshrdepartment@swimming.org for a full application pack or download it from our website <https://www.britishswimming.org/members-resources/jobs-board/>

British Swimming is an equal opportunities employer and a holder of the Equality Standard at Foundation, Preliminary, Intermediate and Advanced levels.

Closing date: Friday 25th September 2020.

Interview date: Friday 2nd October 2020

