

## JOB DESCRIPTION

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<b>JOB TITLE:</b>	British Para-Swimming – Coaching Hub Administrator
<b>REPORTS TO:</b>	National Performance Director
<b>SALARY:</b>	Salary £19,883 per annum (Grade 3 Inc 1)
<b>CONTRACT:</b>	Full-Time, Maternity Cover
<b>LOCATION:</b>	Manchester Coaching Hub – Some domestic travel to competitions may be required
<b>JOB PURPOSE:</b>	To provide high quality administrative support to British Para-Swimming's Performance Programme

### **KEY RESPONSIBILITIES:**

**To provide general administration assistance to British Para-Swimming Leadership Team (LT) members.**

**To provide administration assistance to the British Para-Swimming Classification Coordinator.**

**To create and maintain a Library of British Para-Swimming Documents.**

The post holder would be responsible for working closely with the Line Manager and other colleagues within the department in completing the following tasks and duties accurately and to agreed schedules:

#### **General Administration:**

- Provide administrative support to British Para-Swimming LT Members.
- General clerical duties including diary planning, typing documents and correspondence, filing and photocopying.
- Record keeping duties including data input into spreadsheets and databases and results statistics as required.
- Administration support around the programmes use of CPOMS (Child protection online monitoring system).
- Organise meetings, issue agendas and minute proceedings as required.
- Maintenance of relevant pages of website – updating events/notification etc.
- Answer general queries referred to the department including actioning / responding to emails on behalf of LT members.
- Attend meetings, camps, conferences and seminars as and when required.
- Any other duties that may from time to time reasonably be requested by LT Members.

### **National and International Classification Administration:**

- Preparing documents & equipment for Classification events.
- Photocopying, scanning and uploading of documents as required by the classification manager.
- Scanning, checking and shredding of classification documents.
- Attendance at National events to support the classification process.
- Administration in relation to IPC Licensing.

### **Library:**

- Audit and Create an online catalogue of relevant British Para-Swimming Policies, Procedures, Standard form letters and documents.
- Ensure relevant policies and procedures remain current and include dates to be reviewed and detail accountable parties.
- Ensure all documents meet corporate branding guidelines and achieve BPS look and feel.
- Create/Maintain a signposting system for British Swimming Documents relevant to the programme.

### **Key Result Areas**

- Effectively supports the World Class Programme.
- Remains calm and works well under pressure of producing accurate and engaging work within tight timescales.
- Sets high standards for self and the department.
- Complies with all policies and procedures set down by the Organisation.

### **General**

- To comply with all policies set down by British Swimming and in particular policies relating to equality and diversity.

