



British Para-Swimming Coaching Hub Administrator

Hours of Work: Full-Time, Maternity Cover
Place of Work: Manchester
Responsible to: National Performance Director
Salary: £19,883 per annum (Grade 3 Inc 1)
Holidays: 22 days per year plus bank holidays

PERSON SPECIFICATION

ESSENTIAL	DESIRABLE
Proven experience in administration including telephone answering, typing correspondence, photocopying and filing	Experience of working within the sporting industry
Excellent communication and interpersonal skills	Knowledge of Para-Sport.
Proven ability to act on own initiative and to work as part of a team	Ability to take notes from meetings and produce minutes
Flexible approach to work, resilient and able to work under pressure	
Comprehensive keyboard skills including a thorough knowledge of word processing, emailing, spreadsheets and presentation packages	
Experience of organising accommodation and travel requirements	



