



**World Class Programmes Administration Officer  
(Maternity Cover)**

**£23,001pa (£28,752pa pro rata -Grade 4 Inc 4.5)**

**28 hours per week (9am-5pm on Tuesday to Friday, including one hour for lunch)**

**SportPark, Loughborough**

British Swimming is the National Governing Body for Swimming, Diving, Synchronised Swimming, Water Polo and Open Water in Great Britain. We are seeking an Administration Officer (Maternity Cover) to provide high quality administrative support to assist in the planning and implementation of the World Class Programmes.

The successful candidate will need to have previous administration experience including organising accommodation and travel requirements, a customer focus and proven experience of line management and appraising staff.

Excellent communication and interpersonal skills are essential requirements for the role as well as the ability to use the Microsoft office applications to a high level.

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.

Knowledge of one of the aquatic disciplines, experience of working within sport and experience of project management would be beneficial.

The person we appoint will have highly effective planning and organisation skills and the ability to work flexibly, prioritise their own work programme, determining resource requirements, time management and scheduling own timelines.

So if you feel you have the suitable skills and attributes for this position then we would like to hear from you.

Please contact, [bshrdepartment@swimming.org](mailto:bshrdepartment@swimming.org) for a full application pack or download it from our website [www.britishswimming.org](http://www.britishswimming.org)

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



Closing date: Monday 29<sup>th</sup> April 2019 at 12pm  
Interview date: Wednesday 8<sup>th</sup> May 2019 at SportPark, Loughborough

