



Job Title: Membership Administrator
Reference: VBE040
Salary: £13,000 - £15,000 per annum
Location: Loughborough
Closing Date: 16/07/2013
Interview Date: week commencing 22/07/2013

Volleyball England is the National Governing Body for all disciplines of Volleyball in England with its headquarters situated at SportPark, Loughborough University. Volleyball England is seeking to appoint a Membership Administrator who will provide an effective and efficient administrative support service to members and stakeholders of Volleyball England.

Your job will include:

To provide administrative support for Membership Services to include administration of club affiliations and individual registrations, production and despatch of member information packs and registration certificates/cards, maintenance of subscriptions and production of mailing lists.

To provide administrative support to the Membership and Marketing team including photocopying, filing, making telephone calls, word processing, arrange/ convene meetings, minute taking and dealing with correspondence and messages.

Working with the other Administrators to provide an efficient front line service for the organisation including handling and responding to general enquiries and correspondence, handling incoming telephone calls and incoming and outgoing mail and maintaining accurate records for officers of the association, partners and suppliers.

We are looking for a candidate whose skills and experience include:

A good level of computer literacy including previous experience of using Microsoft Office products. Good word processing and keyboard skills.

Understanding of general office systems, including filing, post handling, record keeping. A high degree of efficient administrative organisation.

Previous experience of using management information systems and databases.

How to Apply:

To obtain an application pack please contact Volleyball England on 01509 227722, email jobs@volleyballengland.org or write to the Business Department, Volleyball England, SportPark, Loughborough University, 3 Oakwood Drive, Loughborough, Leicestershire, LE11 3QF.