



Job Title: Talent Administrator
Reference: VBE051
Salary: £13,000 - £15,000 per annum
Location: Loughborough
Closing Date: 9am Friday 22nd August 2014
Interview Date: Monday 1st September

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 the England Talent Programme within the Technical department of Volleyball England. They will also contribute towards the further development of best practices, policies and procedures across the Talent Team's areas of work.

Your job will include:

To provide administrative support for the England and Great Britain training and competition programmes and the Volleyball England Academy network. Also to assist with the provision of performance management reporting on England Talent and Great Britain programmes.

To provide administrative support to the Talent 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.

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

Ability to work on own initiative and co-operatively with colleagues.

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

Ability to meet deadlines, systematic approach to tasks with efficient time management skills including the ability to work under pressure.

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.