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**Essential**

* GCSE grade A - C in English & Maths or Level 4 or above
* Excellent communication skills in written, verbal and digital forms
* Strong time management and excellent attention to detail
* Excellent administrative and customer service skills
* Confident in using technology such as Microsoft Office and CRM systems, including Excel for data manipulation
* Proven organisational skills and the ability to manage multiple projects within tight deadlines

**Desirable**

* Knowledge of membership operations and best practice
* Knowledge of sports governing bodies and Swim England

**Values:**

Quality

Purpose

Togetherness

Fun

Resourceful

**Job Purpose:**

To process data, producing accurate and up to date rankings for the online rankings service and to support with the production of reports for use by National Coaches and Selectors. This role also ensures British and English Age Group Long and Short Course Records are kept up to date.











**Job Title:** **Competitions Rankings Administrator (p/t 14 hours per week)**

**Department:** Membership

**Reporting to:** Membership Engagement Manager

**Direct Reports:** N/A

**Location:** SportPark, Loughborough

**Grade:** 9

**Skills and experience required**

**Key responsibilities**

* To process results from national events, licensed meets and masters meets, and resolve queries as required.
* To input manual results from international competitions, British overseas swimmers and essential relay and split times ensuring correct procedures have been followed.
* To process British and English long course and short course records from international, national and licensed meets and record certificates.
* To input the necessary information into the biography system when required for use at national events.
* To build and maintain an in depth knowledge of the rankings processing systems in order to provide the service and standards that our customers expect.
* To administer the receipt and processing of open meet licence applications.
* Monitoring European and World rankings on the web to ensure data is current.
* To provide support for the rest of the team in order to cover roles of the wider Membership team when required.

Job Description