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 **Essential**

* Excellent communication skills
* Administration experience and a high level of computer literacy
* Excellent accuracy in numeracy and literacy
* Ability to plan, prioritise and manage a varied work programme in order to meet time specific deadlines
* Excellent interpersonal skills
* Sound organisation skills and attention to detail
* Proven ability to act on own initiative and to work as part of a team
* Adopt a flexible approach to work to meet the needs of the role
* Willing and eager to learn new things
* Ability to identify and anticipate the needs of colleagues/customers/stakeholders, acting in a professional manner to ensure a positive image of the region is portrayed.

**Desirable**

* Basic finance experience
* Knowledge of sports development, and specifically club development
* Knowledge of aquatics/sports industry
* Experience of minute taking
* GCSE grade A-C in English and Maths or level 4 or above/administrative qualification
* Experience of working with volunteers

**Values:**

Quality

Purpose

Togetherness

Fun

Resourceful

**Job Purpose:**

To provide efficient and effective administrative functions to the Region, in delivery of all Regional activity and member support.











**Job Title:** **Regional Administrator**

**Department:** Sport Development Directorate (West Midlands Region)

**Reporting to:** Regional Operations Manager

**Direct Reports:** N/A

**Location:** West Midlands Region (home based working)

**Grade:** £20,250 - £25,875

**Skills and experience required**

**Key responsibilities**

* Provide administrative support to the Regional Management Board and specified groups
* Provide basic financial administration and upkeep, supporting the Regional Finance Director
* Develop and create regional communications such as newsletters
* Provide administrative support for Regional events and programmes across all disciplines
* Administrate and support a calendar of regional workshops
* Support Club Affiliation processes
* Maintain and provide a high quality telephone and email service to members and external stakeholders
* Proactively provide support to all team members
* Provide administrative functions to governance and judicial work
* Develop and maintain a database of useful contacts internally and externally
* Support maintenance of all media and communication channels
* Liaise with key Swim England departments on matters of mutual concern
* Ability to accurately process data and provide reports, such as the annual report
* Delivery and administration of the Annual General Meeting
* Opportunity to attend and support regional activities where/if desired
* Carry out any other duties within the scope, spirit and purpose of the job and proactively comply with organisation policies and procedures
* [If this role has substantial access to and responsibility for children and young people, set out the responsibilities.]

Provide administrative support to the

To provide project support, to

To work with Swim England regions to ensure that

Develop and maintain a range of useful contacts internally and externally

* Regularly communicate with contacts, providing information to audiences in a variety of ways.

Job Description