



Job description

JOB TITLE:	England Talent Administrator – Swimming (Maternity Cover)
REPORTS TO:	British Swimming Administration Officer
JOB PURPOSE:	To provide high quality administrative support to the Integrated England Talent Swimming Programme

1. Responsibilities:

The post holder would be responsible for working closely with the Line Manager and other colleagues within the department in completing the following tasks and duties accurately and to agreed schedules:

- Provide administrative support to the Integrated England Talent Swimming Programme.
- Liaison as required with Talent Programme Staff, other departments, regional staff and relevant partners.
- General clerical duties including typing documents and correspondence, filing, photocopying and opening and processing/distributing incoming mail.
- In conjunction with the Purchasing Department assist with the arrangements for personal travel and accommodation for staff.
- In conjunction with the Purchasing Department assist with the arrangements of Talent Programme camps and competitions, conferences and workshops and provide support at these events when required.
- Record keeping duties including data input into spreadsheets and databases and results statistics including updating information on the Integra database System.
- Administer the distribution of selection letters and associated paperwork for all Talent Programme camps and competitions.
- Liaise with the Finance Team to communicate monthly Talent Squad budget updates to relevant Team Staff.
- Checking and coding expense claims forms and ensuring they are signed off by appropriate line manager/budget holder.
- Maintenance of relevant pages of website – updating events/notification etc.
- Maintain and update the Team Manager Manual and Talent Pathway Policies and circulate to relevant Team Staff.
- In conjunction with the Purchasing Department administer the ordering and delivery of goods and services and liaise with colleagues to ensure all equipment is logged and tracked.
- Provide assistance as required in the nomination of athletes for schemes and initiatives relevant to the England Talent Programme, for example SportsAid.
- Liaise with the appropriate Talent staff and Kit Manager with regards to the provision for Talent kit.
- Organise meetings, issue agendas and minute proceedings as required.
- Answer general queries referred to the Department.
- Attend meetings, camps, conferences and seminars as and when required.
- Any other duties that may from time to time reasonably be requested by the Administration Officer.



2. Key Result Areas

- Effectively supports the England Talent Programme.
- Remains calm and works well under pressure of producing accurate and engaging work within tight timescales.
- Sets high standards for self and the department.
- Complies with all policies and procedures set down by the Organisation and in particular those relating to finance and equality and diversity.

