



Corporate Strategy Co-ordinator

Loughborough (an alternative office base would be considered) some flexibility to work from home

Full Time and Permanent

Salary – £22,000-£28,000 per annum (depending on experience)

British Swimming is seeking a Corporate Strategy Co-ordinator to join our Corporate Strategy team, reporting to the Corporate Strategy Manager.

The purpose of the role is to provide a professional, high quality and efficient support to the British Swimming Chief Executive, Chair, Director of Corporate Strategy and Planning and Corporate Strategy Manager. The role will act as the relevant administration and contact point for national and international agencies. The role will also be responsible for making all arrangements for teams and individuals competing in or attending overseas events for designated disciplines, VIP's, Board members and officials.

The successful individual will have excellent organisational skills and proven ability to prioritise workloads effectively. They must have proven experience in administration including telephone answering, typing correspondence and also putting together agendas and organising meetings. They must also have the ability to take notes from meetings, produce minutes and have the flexibility to attend meetings at the weekend.

They must have proven experience of organising accommodation and travel requirements along with experience in managing budgets.

They must have excellent communication and interpersonal skills and be committed to a customer focused approach. The successful candidate must be able to demonstrate high levels of confidentiality.

Experience of working within the sporting industry along with experience of engagement at Board level would be desirable.

If you feel that you have the skills and attributes for this new and exciting role, then we would like to hear from you.

If you feel that you have the skills fit this position, then we would like to hear from you. To obtain an application pack contact email BSHRdepartment@swimming.org or download a pack from our website www.britishswimming.org

Closing date: Friday 3rd March 2023 at 12.00pm

Interview date: Wednesday 8th March 2023 in Loughborough

