



Team Administrator

£15,300-£17,000 per annum dependent on experience

Staff Benefits

35 hours per week

Permanent

Nottingham

Boccia England is a registered charity and the national governing body for the Paralympic sport of boccia in England. We are responsible for all aspects of boccia in England from grassroots to elite.

We are seeking an Administrator to support our small team and ensure the smooth day-to-day running of the office.

Reporting to the Head of Business Support, the postholder will:

- Be the first point of contact for all incoming queries, including telephone and email,
- Coordinate the organisation's social media activity,
- Coordinate the shop function and manage orders,
- Administer financial paperwork and queries,
- Support the team with ad hoc administrative tasks.

The successful applicant will be highly organised with excellent attention to detail and have:

- Previous administrative experience,
- Experience, of social media communications,
- Experience of writing articles for external publication,
- Multi-tasking skills and the ability to manage deadlines,
- Experience of using databases,
- A proactive approach, and the ability to use their initiative.

We want to hear from people who can make a positive contribution to our charity and share our values. If you have excellent communication and customer service skills, who enjoys being part of a team, we would like to hear from you. It's an exciting position with scope for continued professional and role development in a friendly and supportive working environment.

We positively welcome applications from people from diverse backgrounds and with disabilities. Further information about the role and Boccia England can be found on our website www.bocciaengland.org.uk or alternatively please email office@bocciaengland.org.uk.

To apply, please email your CV and a cover letter outlining your relevant knowledge and experience, and what you could bring to our team to office@bocciaengland.org.uk, or post to Head of Business Support, Boccia England, 8 Heathcoat Buildings, Nottingham Science Park, Nottingham, NG7 2QJ.

Closing date: **Sunday 6 January 2019**

Boccia England is fully committed to the principles of the equality of opportunity. It is responsible for ensuring that no job applicant, employee or volunteer receives less favourable treatment, on the

grounds of age, colour, disability, ethnic minority, parental or marital status, nationality, religious belief, gender, social status or sexual preference, than any other.

