



British Volleyball Federation

Programme Administrator

(Salary: £18,750 - £21,000)

A wide ranging challenging job awaits a dynamic, efficient person to support the Performance Programme Manager to administer and deliver the World Class Volleyball Programme. Suitable candidates must demonstrate ability to work to deadlines and under pressure. A high degree of efficient administrative organisation is required.

(The Programme Administrator has responsibility for providing a range of administrative support to the World Class Volleyball Programme and to the Performance Programme Manager. He/she will ensure the timely, high-quality and effective delivery of these functions, ensuring the efficient administration and delivery of the WCVP.)

The post is fixed term to 30 September 2012, and will be based at the English Institute of Sport, Sheffield.

Part-time/job share/secondments will be considered

Application forms and Job description are available from: kenny@britishvolleyball.org

Completed applications should be returned:

By email: kenny@britishvolleyball.org

By post: British Volleyball Federation
c/o English Institute of Sport Sheffield
Coleridge Road
Sheffield
S9 5DA

If you require any further information please call 0114 223 5730

Closing date: Friday 9 December 2011

Interviews: w/c Monday 12 December 2011

The British Volleyball Federation is an equal opportunities employer.