

## Coaching & Workforce Development Administrator

- Salary:** £10,400 per annum  
**Location:** EHA Head Office, Warrington  
**Contract:** 25 hours per week fixed term to 31<sup>st</sup> March 2021 (with possible contract extension depending on future funding)
- Closing Date:** 5pm on Wednesday 15<sup>th</sup> March  
**Interview Date:** w/c 20<sup>th</sup> March

The England Handball Association is seeking to fill an exciting vacancy within its team to support this fast developing and important area of its work.

The Coaching & Workforce Development Administrator will be responsible for supporting the development of the Coaching and Education Programmes and providing high quality financial and administration services to ensure the efficient and effective delivery of the programmes.

This will include handling enquiries, processing data through daily use of the online database, organising and deploying the course workforce, aiding the development of the course programme, arranging course materials to be delivered to the workforce/venues for the educational courses, ensuring accurate and timely invoices are raised and managing coaching & workforce related social media channels.

There will also be opportunities to lead the development of the workforce conference and own specific projects as required. In addition, the postholder will provide data for reports to funding and workforce partners as and when required.

The successful candidate should be able to provide evidence of experience of communicating with a large and diverse customer audience through all types of media. They should possess excellent communication skills including the ability to provide concise and accurate information to individuals and groups at all levels. They should also have excellent organisation skills and the ability to prioritise conflicting requirements.

The postholder will also be responsible for working with other members of the EHA team to help raise the profile of the EHA's qualification courses and programmes through increased publicity in a variety of online and print media.

## The England Handball Association

The Halliwell Jones Stadium · Winwick Road · Warrington · WA2 7NE

**E** [handball@englandhandball.com](mailto:handball@englandhandball.com) **T** 01925 246 482



For an informal discussion about the post, please call: Miriam Beales, National Coaching & Workforce Development Manager (07875 698259)

### **How to Apply:**

Please complete an application form, which is available from the EHA website: [www.Englandhandball.com](http://www.Englandhandball.com) and return along with a CV and covering letter, setting out why you consider yourself to be a suitable candidate to Miriam Beales, National Coaching & Workforce Development Manager  
**[miram.beales@englandhandball.com](mailto:miram.beales@englandhandball.com)**