
Tel: +44 (0)1925 248943
office@britishhandball.com
www.britishhandball.com

Head Office:
Halliwell Jones Stadium
Winnick Road
Warrington WA2 7NE



BRITISH HANDBALL ASSOCIATION

PERFORMANCE ADMINISTRATOR

Starting Salary: £10,400.00 per annum

Based in Warrington

Fixed-term contract until 31st March 2021 - 25hrs per week

The British Handball Association and England Handball are seeking an experienced administrator to provide administrative support to the day-to-day operation of the British Handball Performance Programs at the head office for British Handball, and also provide general administrative support for the England Handball team as required.

You will be responsible for providing high quality administration services that will support the efficient and effective operation of the Performance Programmes for both organisations. This will include handling enquiries, processing data, dealing with logistics of player/staff travel and accommodation, hall hire, communicating with stakeholders, parents and players on behalf of Performance Staff. In addition the postholder will be required to keep up to date records and provide clerical and admin support across the academic Sporting Excellence Programme delivered by England Handball.

If you have experience of working in a busy office and handling a variety of enquiries and tasks, have an ability to use a range of IT systems, including databases and word processing and are skilled at communicating with a large and diverse customer audience through all types of media then we would love to hear from you.

Please send an up-to-date CV and covering letter, outlining why you feel you are a suitable candidate for the position, to Cindy Ashworth, Office and Finance Manager. Office@englandhandball.com Closing date for applications, Monday 15th May 2017.

**BRITISH
HANDBALL**

Registered in England Company Reg No. 02175919 VAT No. 491 2095 46
