



Looking for  
a new  
CHALLENGE!

ACTIVE NATION

## Supervisory Administrator (Diving Programme) The Quays Swimming and Diving Complex

ACTIVE NATION - SOUTHAMPTON

£7—£9.50/h

25—35 Hour Post

### ARE YOU LOOKING FOR AN ADVENTURE WITH A DIFFERENCE

Active Nation is a registered charity driven by its mission **to persuade the nation to be active.**

A fantastic opportunity has arisen in the Olympic Diving Programme to join **Active Nation UK - Southampton**. We are looking for an exceptional Administrator who is dynamic, self motivated and has an exceptional eye for detail.

### WE'D LOVE TO HAVE A CONVERSATION WITH YOU IF YOU HAVE:

- An interest in the sport of springboard/highboard diving
- Excellent I.T. Skills
- High level of literacy
- Good time management
- Flexibility and a positive approach to capitalising on the excellent resources available at the Quays

### YOU WILL:

- Be committed and enthusiastic about your role
- Have the potential to be an outstanding administrator, able to think logically and organise large amounts of data with excellent attention to detail
- Be able to communicate well both in writing and verbally with new and current service users
- Be self motivated and able to oversee and motivate others
- Assist with co-ordinating the "learn to dive" programme & overseeing other members of the team
- Provide administrative support to the whole diving programme

### IN OUR VIEW, EVERYTHING IN LIFE STARTS WITH A CONVERSATION AND WE'D LOVE TO HEAR FROM YOU.

Please get in touch with Annie Clewlow, Diving Programme Manager, to request further information.

To apply please tell us your story so far by emailing your **CV** and a **covering letter** to [annie.clewlow@activenation.org.uk](mailto:annie.clewlow@activenation.org.uk). If selected, expect a call back from us.

**CLOSING DATE:** Monday 13th February

**INTERVIEWS:** Wednesday 1st— Friday 3rd March

[WWW.ACTIVENATION.ORG.UK](http://WWW.ACTIVENATION.ORG.UK)

Active Nation working together with



