

Job Vacancy: HR Administrator

Ref: OPS-19-26

Salary: Circa £20,000 per annum pro rata, dependant on experience + Pension + Benefits

Contract: Open ended, part time 21.75 hours per week



British Triathlon is the National Governing Body for Triathlon, Duathlon and Aquathlon in Great Britain, responsible for raising the profile and delivering medal-winning performances and helping everyone discover, enjoy and achieve in triathlon.

British Triathlon are looking to appoint a HR Administrator to provide administrative support to the Human Resources Department. Reporting to the HR & People Development Manager, you will take responsibility for a range of HR processes relating to specific areas across the business and administer a number of office procedures.

We are looking for an enthusiastic, motivated and positive individual, with a desire to achieve the highest possible standards for themselves, the organisation and for those involved in triathlon. You will have a keen eye for detail, have the ability to prioritise your workload to adhere to strict deadlines and to work well under pressure. The successful candidate will work well as part of a team but also have the ability to work well unsupervised and on your own initiative.

The role will be based at the British Triathlon headquarters located at Loughborough University; however, the nature of the role may require occasional evening and weekend working and associated travel. The working hours for this role are flexible in nature and will be discussed at interview.

Please see the job description for a detailed outline of the role and person specification.

Informal enquiries can be made to Daniel Ward, email: danielward@britishtriathlon.org

To apply:

Please visit www.britishtriathlon.org/about/vacancies for our application form, job description and equality form. A covering letter explaining why you feel you are suitable for the role, together with your completed application form and equality form, should be e-mailed to: hr@britishtriathlon.org. Please quote the reference number

Ops-19-26. Should you require assistance with the application process, please contact HR and we will make every effort to meet your specific requirements.

Closing Date: 12pm Friday 6th December

Interview Date: Friday 13th December

British Triathlon is committed to equality of opportunity for all staff and applications from all suitably qualified persons are encouraged. Details of our Equal Opportunities Policy can be found on our website: www.britishtriathlon.org under 'About' and then 'Policy Documents'

British Triathlon aims to promote excellence in our sport, and create opportunities for everyone to achieve their personal triathlon challenges.

