

CENTRE CO-ORDINATOR

NOTTS GYMNASTICS ACADEMY West Bridgford, Nottingham

We are looking for self-motivated and well-organised individual to Co-ordinate and administrate the day to day running of this World class gymnastics academy.

The opportunity would be ideal for someone who can work efficiently and effectively within a small dynamic team with the flexibility to adapt to various situations.

The Post - Full time £18,000 - £21,000 per annum depending on experience.

To coordinate day to day the NGA club liaising between the Executive Committee, the Senior Coaching team, welfare officers, parents Committee and external partnerships.

To assist the NGA Senior Coaching Team to deliver a high quality gymnastics experience and agreed performance outcomes across designated disciplines, to develop and help implement the NGA's vision, aims and values; to contribute to an overall improvement of participation at all levels across all levels of gymnastics. To maintain controls and general administration for the centre.

The successful candidates will have:

Minimum of 2 years experience in Leisure and Recreation / Sports background or Sports club administration

Minimum 5 GCSE's C and Above

Computer Literate

Be able to pass CRB Scrutiny

Excellent communication and customer service skills

Long-term development potential

The desire to learn new skills

The ability to multi-task

The desire to help others succeed

Closing Date for Applications 6th September 2010.

To learn more about this exciting role, and a full job description, send me your CV, or call for an informal discussion.

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