



A new job opportunity as:

SECRETARY ARMY TRIATHLON AND SWIMMING

ARMY SPORT CONTROL

Civil Service C2 Equivalent Grade

£39,108

Applications are invited for the full time post of Secretary Army Triathlon and Army Swimming. The incumbent will be responsible for managing the delivery and promotion of Triathlon and Swimming in the Army, to include: organising and administering Army, Inter Corps and Army Inter unit events. They will be required to ensure registration and compliance to National Governing Body regulations and providing a focal point for the Associations, ASCB and the wider Army Chain of Command. As Fund Manager, they will also be responsible for the management of both public and non-public funds.

The applicant should ideally be a retired Army Officer of major/lieutenant colonel rank or civilian equivalent. The post requires a team builder and motivator who has a strong interest in sport, an understanding of the Army, good leadership skills along with a blend of sound judgement, tact and diplomacy. Experience in sport delivery is essential. Applicants should be IT literate (MS Office), numerate and organised and be an effective communicator with an excellent command of the English Language. Experience of Charitable Law would be an advantage.

In return, we offer excellent working conditions, a friendly and lively working environment, a generous leave entitlement, access to excellent sports facilities and even free car parking! Although employed as a Crown Servant, the post is bi-analogous to the Civil Service and commands the same salary grading, plus participation in the Civil Service pension scheme.

A full job description is available from our dedicated website: www.armysportcontrolboard.org

Interviews: 23rd January 2019

Start Date: From April 2019

CV's to: jgoodliff@ascb.uk.com

Closing Date for Applications: 11th January 2019