

**Admin Assistant Role**

England Netball is looking to appoint a volunteer Admin Assistant to help with the build up to the England vs Trinidad & Tobago Test Series 2015 preparation.

**Role: Admin Assistant**

**Support Required:**

Assisting in the administration preparation, for the up and coming England vs Trinidad & Tobago Test Series. Activities include: Event administration, equipment preparation and checks, Ticketing assistance and general administration towards delivering the event. This role also offers the opportunity to accompany the events team to the event based at the Copperbox Arena, and to watch the International fixture (some or most of – not essential but offered).

**Dates Required**:

W/C 27th April 2015. A minimum of 3 days are required over this period, start times are negotiable and between 11:00 – 15:00 (this role will be based at the England Netball Head Office in Hitchin, so you must be able to travel independently to the location).

**Requirements**:

* Aged 16 and over
* Enthusiastic
* Honest
* Confident
* Hard working
* Reliable and committed
* Self-motivated
* Good time management / organisational skills
* Ability to work in a team

For more information or a brief discussion about the role please contact Olivia Hewitt on 01462 428314. To apply for this role please complete an application form and return to Volunteering@englandnetball.co.uk by 5pm, 17th April 2015. The successful volunteer will be informed by 20th April 2015.