



8 Merus Court
Meridian Business Park
Leicester
LE19 1RJ

T: 0116 289 2956
E: office@gliding.co.uk
W: www.gliding.co.uk

Vacancy – Office Administrator

The BGA is seeking a full time general administrator working from its Leicester office.

Working as a member of a small professional team, the general administrator role includes processing applications, quality checking documentation, managing enquiries, providing support for project work and carrying out general office duties.

Applicants must have some administrative experience, and have knowledge of MS Office, experience with using a database and good keyboard skills.

Required attributes are a flexible, can-do attitude and good communication skills.

The applicant will ideally have knowledge of and interest in gliding.

The working hours are 8-4 Monday-Friday with 25 days holiday per year in addition to public holidays.

Salary is negotiable around £18 000 pa.

Applications must be submitted using the application form available at www.gliding.co.uk/forms/BGA_employment_application.pdf

Please send the completed hard copy application form, clearly marked 'Confidential Attention of Debbie Carr' to;

Debbie Carr
BGA Office Manager
8 Merus Court
Meridian Business Park
Leicester LE19 1RJ

A completed form can be submitted electronically to Debbie@gliding.co.uk

The closing date for applications is the 13th September.

Patron The Duke of Edinburgh KG

Vice Presidents Christopher R Simpson MA LLM, Roger Q Barrett, Ben Watson MA FCA, Bill Walker OBE,
Air Vice Marshal Don Spottiswood CB, Dick Dixon FCI, Peter Hearne FREng, David Roberts B Comm FCA
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