

GOVERNANCE AND EXECUTIVE ASSISTANT

**Both Full Time or Part Time Considered
Permanent**

Salary – £24,000 to £28,000 per annum (salary dependent on skills and experience and pro rata if part time)

The normal place of work will be SportPark, Loughborough

Aquatics GB operates an Agile Working Policy allowing some flexibility to work from the office and from home

Aquatics GB is the National Governing Body for Swimming, Para-Swimming, Diving, Artistic Swimming, Water Polo and Open Water in Great Britain.

We are seeking a Governance and Executive Assistant to join the Business Services Department at Aquatics GB. This postholder will report into the Chief Operating Officer and General Counsel and will manage the day-to-day governance requirements of Aquatics GB (AGB) covering the following core areas.

We're looking for a highly organised and adaptable individual who excels at building strong working relationships. The postholder will need to manage diaries and workloads while meeting deadlines and there is a requirement to work on a Friday evening and Saturday morning at the Board meetings held 5 times a year.

Please send via email/WeTransfer (free large file sending platform) a video recording of no more than 5 minutes responding to the following question:

Summarise how your skills, experience and strengths make you a great fit for this role and also tell us what added value you can personally bring to AGB.

Or send via email a completed application form (written) to peopledepartment@aquaticsgb.com. A pack can be downloaded from our website <https://www.aquaticsgb.com>

Please note, Aquatics GB operates an anonymous recruitment process for written applications.

Closing date: Wednesday 28th January 2026 at 12.00pm

Interview date: Thursday 5th February 2026 in Loughborough

At Aquatics GB, we are committed to creating an inclusive environment where everyone feels able to be themselves, contribute fully and reach their potential. We believe our sport and our organisation are stronger when they reflect the diversity of the communities we serve.

We want to attract, develop and retain people with a wide range of experiences, perspectives and backgrounds. In particular, those who are currently underrepresented in our sport and workforce, including disabled people and people from ethnically diverse backgrounds. Diversity of people and ideas is vital to driving excellence in everything we do.

Diversity, equity and inclusion are central to life at Aquatics GB. We celebrate difference, value fairness and strive to create a supportive and respectful culture where everyone feels welcomed, included and safe. To reduce bias in our recruitment process, we use anonymised applications at the initial shortlisting stage.

As part of our commitment to positive action, Aquatics GB offers a guaranteed interview scheme for candidates who identify as disabled or from an ethnically diverse background, provided they meet the essential criteria for the role. We are also a Disability Confident Employer and will make reasonable adjustments to support you throughout the recruitment process.

