



Cambridge University Boat Club

is seeking to appoint an

Executive Secretary

The Executive Secretary will fulfil the senior administrative role for the CUBC and will report to the Executive Chairman.

The candidate should be:- an experienced administrator with excellent communication skills; mature and confident; highly organised and flexible; capable of working alone and as part of a team. A background and an interest in sports would be an asset.

The Executive Secretary will play a key role in ensuring the good governance of the CUBC Limited and the CUBC Foundation Limited.

A major role of the Executive Secretary is to advise and guide applicants with a rowing background and strong academic qualifications through the admissions process to relevant courses within the University.

The appointment is full time and based in Cambridge.

Formal applications are to be made in writing to the Executive Secretary by email to execsec@cubc.org.uk . Closing date for applications will be Tuesday 9th May 2017.

Applicants should include a CV and a covering letter.