



Basildon Sporting Village, Cranes Farm Road, Basildon, Essex, SS14 3GR Tel: 01268 722479
The Eversley Centre, Crest Avenue, Basildon, Essex, SS13 2EF Tel: 01268 557771

PART-TIME ADMINISTRATION ASSISTANT

South Essex Gymnastics Club are looking for a part-time Administration Assistant to work a variety of shifts across our Basildon Sporting Village site and The Eversley Centre, Pitsea.

The post is offered on a part-time basis (Jobshare considered) - Monday, Tuesday, Thursday, Friday and every other Saturday. Hours to be discussed and agreed with the successful applicant.

The club is open 7 days a week, so successful applicants would be expected to work some evenings and weekends.

Your duties will include reception duties, taking bookings and payments, running reports and liaising with Head Coaches and assisting with Club events.

You will need excellent organisational, interpersonal and communication skills and have the ability to work on your own initiative.

A positive and flexible approach to working as part of a team is required as you may be required cover leave and sickness absences at short notice.

Previous administration experience is desirable, although not essential.

If you would like to apply for the position, please submit your CV and a covering letter to Natasha Poulter, People and Culture Advisor, SEGC at our Basildon Sporting Village address or by email to natasha.poulter@southessexgym.co.uk by the closing date. We reserve the right to close this vacancy early if we receive a high volume of applications

Closing date for applications: Tuesday 09 December 2025