

Working With Us

Executive Assistant



ABOUT PARKOUR UK

As the National Governing Body for parkour in the United Kingdom, Parkour UK is committed to supporting and developing the sport at all levels.

We aim to encourage everyone to build confidence, overcome challenge, and take opportunity, and by 2035 we want every child and young person to have the opportunity and capacity to try parkour.

We believe in fostering a strong, inclusive community where everyone feels welcome, regardless of their experience or background.

We empower parkour practitioners by offering valuable resources, guidance, and certifications for coaches.

We celebrate parkour culture and work with local and international partners to create more opportunities for people to participate and grow the sport, from beginners to some of the world's best parkour athletes and performers.

OUR BOARD

Our Board is a combination of independent members who are openly recruited, and those appointed by our members.

It is a skills-based board, ensuring we have the right skills and experience in the boardroom to achieve our objectives and meet our responsibilities. We strive to incorporate diverse perspectives from both the parkour community and beyond.

One of the appointed Independent Directors will serve as the Independent Chair, and another will hold the position of Senior Independent Director.



Executive Assistant

The Role

We are seeking a highly organised, proactive and professional Executive Assistant to provide high-level administrative and operational support to the Chief Executive Officer and senior leadership team.

The Executive Assistant will play a key role in ensuring the smooth and efficient running of the organisation, supporting governance, strategic delivery and day-to-day operations. This role requires excellent organisational skills, strong attention to detail, discretion, and the ability to manage multiple priorities in a fast-paced environment.

Responsibilities

Executive & Administrative Support

- Provide comprehensive administrative support to the CEO and senior leadership team.
- Manage diaries, schedule meetings, and coordinate internal and external appointments.
- Prepare agendas, take accurate minutes, and follow up on actions for meetings as required.
- Act as a key point of contact for internal and external stakeholders.

Governance & Compliance

- Maintain governance documentation, policies, and records in line with organisational requirements.
- Assist with compliance processes, reporting deadlines, and regulatory obligations.

Operational & Organisational Support

- Coordinate travel, accommodation, and event or meeting logistics when required.
- Support the delivery of projects and strategic initiatives across the organisation.
- Maintain effective filing systems, document control, and data management.
- Assist with financial administration tasks such as processing invoices and expense claims.

Communication & Coordination

- Draft, proofread and format correspondence, reports and presentations
- Liaise with partners, members, funders, and other stakeholders professionally and efficiently
- Support internal communications and help ensure information is shared clearly across the organisation

Executive Assistant

Skills, Knowledge and Experience

Essential

- Proven experience in an Executive Assistant, Personal Assistant, or senior administrative role.
- Excellent organisational and time-management skills, with the ability to prioritise effectively.
- Strong written and verbal communication skills.
- High level of attention to detail and accuracy.
- Ability to handle sensitive and confidential information with discretion.
- Proficient in Microsoft Office / Google Workspace (Word, Excel, Outlook, Docs, Sheets, etc.)
- Ability to work independently and proactively, as well as collaboratively within a small team.

Desirable

- Experience working within a non-profit, sports organisation, or National Governing Body.
- Understanding of governance structures, board processes, or compliance requirements.
- Experience supporting senior leaders or boards.

Personal Attributes

- Professional, reliable, and approachable.
- Highly organised with a solution-focused mindset.
- Flexible and adaptable to changing priorities.
- Strong interpersonal skills and confidence working with a wide range of stakeholders.

Job Description

Executive Assistant

Hours of Work: 3 days per week (0.6 / 24 hours) worked flexibly over 4 or 5 days.

Contract: 12 months FTC with potential to become permanent.

Salary: £15600

Location: Home based with national travel as required.

We appreciate your interest in reviewing the role requirements and applying for the position. We strongly encourage individuals from all demographics to apply as we aim for our organisation to reflect the diverse society that we serve. We seek candidates from varied backgrounds who align with our strategy.

If you wish to have a confidential, informal conversation about the post, or if you require any additional support or adjustments to be made to enable you to engage with the recruitment process, please email our Head of Development, Nadine Barnard: nadine.barnard@parkour.uk

Please note that Parkour UK will be closed from Monday 22nd December 2025 - Sunday 4th January 2026 for the Christmas break. All emails will be responded to in the new year.

How To Apply

PLEASE INCLUDE JOB CODE "EA1" IN THE SUBJECT LINE OF YOUR EMAIL



TO APPLY

Please submit the following to info@parkour.uk by 17:00 on **Sunday 18th January 2026**. Please include the job code in the subject line.

- 1.) An up-to-date curriculum vitae (maximum 2 sides of A4), which provides a summary of key achievements and responsibilities.
- 2.) A covering letter (maximum 2 sides of A4) which addresses the skills, knowledge, and experience required for the role.
- 3.) Contact details including an email and suitable daytime and evening contact numbers.
- 4.) Complete the anonymous diversity data monitoring form, which is linked [here](#).



CELEBRATING DIVERSITY

Parkour UK actively promotes diversity in employment and sport and welcomes applications from all parts of society.

SUPPORTING THE APPLICATION PROCESS

If you have any questions about the recruitment process, please contact info@parkour.uk, and we will respond as soon as we can. The organisation will be closed over the Christmas period, but we will respond when we are back in early January.

REVIEWING APPLICATIONS

We will undertake a pre-screening exercise to remove any personal information that is not relevant to the shortlisting process.

A panel will review and thoroughly consider all the applications we receive.

We will shortlist based on the examples given / evidence presented for the skills, knowledge and experience required. We will contact shortlisted candidates during the week after the closing date 19th January with details of an invitation to an online interview via Microsoft Teams.

Following the interviews, the role will be offered.