

Administrator

(Fixed Term contract-12 months)

Job Description:

The primary purpose of the Administrator post is to provide high quality administration, communications and governance support to the Sligo Sport and Recreation Partnership organisation and Sports Co-ordinator.

The officer will be required to demonstrate capacity to work effectively as part of an experienced, highly effective and innovative team and in doing so link in with all staff. The officer will support the delivery of services and work programme of Sligo Sport and Recreation Partnership.

Post Details:

Length of contract	This role is offered on a fixed term contract for 12 months , subject to satisfactory completion of a 6 month probationary period.
Hours	The Administrator will work 35 hours a week. Flexibility of hours will be required for evening and/or weekend work to accommodate the service needs, for which time off in-lieu can be taken.
Job Location	Office based in Sligo Town with a remit for County Sligo.
Reporting to	Sports Co-ordinator.
Salary & Travel	The salary is on the Grade IV public sector scale. Travel expenses will be reimbursed where appropriate.
Closing date	4pm on Wednesday 23rd February 2022.
Interviews	Those selected will be invited to attend for interview on Friday 4 th March.
Application	Please send Cover Letter and Curriculum Vitae by email or post to: Sports Co ordinator, Sligo Sport and Recreation Partnership, Mayo Sligo Leitrim ETB, Quay Street, Sligo. Email: info@sligosportandrecreation.ie

Specific Areas of Responsibility:

General Office Administration:

- Support and contribute to the preparation, completion, review and reporting of SSRP's annual operational plans for the delivery of the SSRP Strategy.
- Assist the Senior Sports Administrator with general office administration and financial duties.
- Facilitate the planning, monitoring and reporting on SSRP training with particular focus on Child Protection training.
- Assist with information management and provide relevant information to individuals and groups while ensuring that good standards are maintained in all communications with the public.
- General administration and support to the Sports Co-ordinator.
- Be flexible in approach to work, and undertake any other duties that may be required within the remit of SSRP. This will involve occasional evening/weekend work from time to time.

Communications

- Contribute to and assist with the implementation of SSRP strategic plan with a specific remit for linking with the relevant SSRP officer with regard to the communications plan.
- Maximise potential using social media networking communications opportunities while further developing relationships with members of the media.
- Promoting of the key messages of the benefits of physical activity through national and local campaigns and co-ordinate the communications and public relations activities for campaigns and prepare reports and liaise with Sports Co-ordinator and Sport Ireland on marketing campaigns requirements in a timely fashion.
- To support the production of high-quality publications ie E-zine, Annual Report etc that convey positive messages about the organisation, its services and the people who use our services.
- To manage website updates and pro-actively update Facebook, Twitter, Instagram etc pages with regard to general campaigns.
- Lead in developing and maintaining an up-to-date contacts / stakeholder databases.
- Ability and willingness to attend meetings, events and networking opportunities outside of normal business hours.

Governance

- Support the Sports Co-ordinator, SSRP Board and relevant committees with the planning, implementation and monitoring of progress with regard to ongoing compliance in line with the SSRP policies and procedures, the Sports Governance Code, Health & Safety and legal and statutory requirements.
- Develop a system with appropriate filing for monitoring and updating SSRP policies and procedures.
- Keep up to date and informed on governance matters, upcoming changes and information from the various stakeholders.

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • A recognised appropriate third level qualification or equivalent professional qualification. 	<ul style="list-style-type: none"> • Bachelor's Degree in Business Administration, Marketing or related field.
Experience	<ul style="list-style-type: none"> • Relevant experience in office administration or equivalent. • Experience of website management, social media and on-line marketing with strong IT Literacy. • Strong internal control awareness and understanding of the importance of good governance. 	<ul style="list-style-type: none"> • Experience of dealing with a broad range of stakeholders including the statutory, community/ voluntary sector and the sports and recreation environment. • Experience in administration and/or organising training events and programmes. • Experience in media liaison and marketing is beneficial including writing press releases, feature articles, newsletters, leaflets, annual reports and print production. • Experience in the area of financial administration/management is desirable.
Skills and Competencies	<ul style="list-style-type: none"> • An interest in sport and physical activity and strong commitment to the benefits of sport in the community. • Excellent organisational and time management skills. • High level of interpersonal skills and the ability to be innovative and generate new ideas. • High standard of attention to detail with ability to produce and access information efficiently and accurately. • Excellent communication, literacy and interpersonal skills. • An ability to use own initiative and, work as part of a team or independently as the 	<ul style="list-style-type: none"> • Ability to advise, inform, motivate and support individuals and organisations. • Excellent stakeholder management – both internal and external.

	<p>situation demands and a high degree of flexibility with a strong team spirit.</p> <ul style="list-style-type: none"> • Ability to take a lead on projects or initiatives with effective negotiation skills. • Enthusiastic self-starter with a target driven approach and the ability to work to tight deadlines. 	
Attitude and Motivation	<ul style="list-style-type: none"> • Awareness of the importance and value of participation in sport/physical activity. • A constructive, positive and progressive attitude to working as part of the Sligo Sport and Recreation Partnership team and an ability to develop partnerships with the wider community. • Be motivated by and committed to sports development and increasing opportunities for participation, in particular among hard to reach groups in local communities. • Commitment to on-going training and development. • A self-motivated approach to work. 	<ul style="list-style-type: none"> • An awareness of the role and importance of co-ordinated and integrated inter-agency responses to local sporting, social and community development needs.
Other Requirements	<ul style="list-style-type: none"> • Garda Vetting Clearance. • Full, clean driving licence and use of personal transport for work. • Willingness and ability to travel. • Ability and commitment to work evenings and weekends as required. 	

Note:

Short-listing of candidates may apply. The post is subject to Garda Vetting.
Sligo Sport and Recreation Partnership is an Equal Opportunities Employer.

Interviews for those shortlisted will take place on

Friday 4th March 2022

It is intended that interviews will take place in person and in line with Government guidelines