



## **Administrative Support – 12 Month Fixed Term**

### **Clare Local Sports Partnership**

#### **Background:**

Clare Sports Partnership is seeking to form a panel for the position for an Administrative Assistant should funding become available in 2021. It is envisaged that the position will initially be a for a fixed term of 12 months.

#### **Main Responsibilities:**

The Administrative Assistant will report to the Sports Partnership Co-ordinator.

The primary function of the post-holder is to assist in the co-ordination of the activities of the Sports Partnership and the individual partners' contributions to ensure the promotion and development of sport at local level. The post-holder is also responsible for providing support for the day-to-day operations of the Sports Partnership along with key responsibilities for communication and all education programmes.

#### **Key elements of the work of the administrative assistant will include:**

- Point of contact for the Sports Partnership Office and staff therein
- Must have an in-depth understanding of office management and daily operations
- Previous office administration experience (Min 2 years) ideally within the sports or fitness industry
- Maintaining and updating the Sports Partnership databases and CRM System.
- Maintaining and updating information on the Sports Partnership website & all social media channels.
- Assisting in the production of a regular e- shot & newsletter for the Sports Partnership.
- Managing an online booking system for training courses as organised by LSP
- Proficient with MS Office and willingness to upskill on other software packages as required.
- Working knowledge of office equipment, such as printers and scanners
- Excellent verbal and written communication skills.

- Strong organisational and time-management skills.
- Ability to work well within a team and take direction.
- Experience/knowledge in the sport and physical activity industry would be an advantage
- Ensuring efficient and effective systems of the day-to-day operation of the Sports Partnership office, including all communications with the public and stakeholders
- Recording and storing information generated within the LSP.
- Maintaining and updating the database for the directory of sports clubs, tutors and facilities
- Supporting the delivery of LSP programmes and events.
- Processing and updating information gathered from research or courses etc.
- Any other duties as assigned from time to time by the Sports Co-ordinator

**Key Skills:**

- Computer literacy is essential including a knowledge of Microsoft spreadsheets / databases /word applications
- Excellent communication and organisation skills
- Be flexible in approach to out of hours work

**Transport**

A full clean driving licence and use of personal transport for work is required.

**Qualifications**

*The qualifications for the position of Administrative Assistant – Sports Partnership shall be as set out hereunder: -*

**Character:**

Each candidate must be of good character and eligible for Garda Vetting. Employment of the successful candidate shall be subject to satisfactory references.

**Education/ experience, etc.:**

Each candidate must have: -

A recognised and relevant third level qualification or equivalent professional qualification.

**Or**

A good standard of general education with two years' work experience in general office administration.

**AND**

Hold a current full clean driving licence.

**AND**

An interest in sport/physical activity/health/community development

**Salary:**

The salary for this position has not been set at present as funding is not yet secured. However, it is envisaged that it will be in the region of €28k per annum.

**Annual Leave:**

25 days per annum

**Hours of Work:**

35 hours per week. From time to time, the Sports administrator will be expected to undertake work outside these normal working hours with some evening / weekend work. Excess weekly hours will be given as time in lieu at the end of the month by mutual agreement with the Sports Co-ordinator.

**How to Apply:**

To apply for this post, please submit the following by Monday January 4<sup>th</sup> 2021 at 5pm to [john@claresports.ie](mailto:john@claresports.ie).

1. Your most up to date Curriculum Vitae
2. A 500 word essay entitled: *'I am amazing and this is what I can add to the Clare Sports Partnership.'*

**Canvassing will disqualify and late responses will not be considered.**