



SPORT IRELAND
LOCAL SPORTS PARTNERSHIPS

LIMERICK
SPORTS PARTNERSHIP
— SPORT IRELAND —



Sports Administrator Position - Summary

Limerick Local Sports Partnership, a Company wholly owned by the Local Authority and supported by Sport Ireland have secured funding for the recruitment of a Sports Administrator on a 6-month maternity cover contract.

The candidate will:

- Point of contact for the Sports Partnership Office and staff therein
- 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 information on the Sports Partnership website & all social media channels.
- Assisting in email marketing
- Managing an online booking system for training courses as organised by LSP
- Proficient with MS Office and willingness to upskill on digital marketing tools and other software packages as required.

Please send Cover Letter and Curriculum Vitae by post or email to: Phelim Macken, Coordinator, Limerick Sports Partnership, UL Sport Arena, University of Limerick, Castletroy, Limerick or pmacken@limericksports.ie

Closing date for receipt of applications: Wednesday October 6th 2021, 5pm

Interviews: Must be available to interview on Monday, 11th October 2021

Start Date: Must be available to take up the role from Monday, 25th October

Candidates may be short-listed based on information supplied in their application.

Limerick Local Sports Partnership is an equal opportunities employer.

Full Briefing Document & Selection Process

Background:

Limerick Sports Partnership (LSP) was established in 2014 following the merger of the City and County partnerships. LLSP forms part of a national network of 29 local sports partnerships, all with the underlying aim to increase participation in sport and Physical Activity and to ensure that local resources are used to best effect.

The position will be based at the Sports Partnership Office, UL Sport Arena, University of Limerick, Castletroy Limerick.

Main Responsibilities:

The Sports Administrator 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 administrator 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 information on the Sports Partnership website & all social media channels.
- Assisting in email marketing
- Managing an online booking system for training courses as organised by LSP
- Proficient with MS Office and willingness to upskill on digital marketing tools and other software packages as required.
- Working knowledge of Sage L50 and Sage Accounts
- Working knowledge of office equipment, like 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
- Record the minutes of the meetings of Limerick Sports Partnership.
- Representing the LSP, where necessary, at meetings, functions, events.
- 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 or Sports Partnership board.

Key Skills:

- Computer literacy is essential including a knowledge of Microsoft spreadsheets / databases /word applications
- Excellent communication and organisation skills
- Motivated individual with the ability to undertake and see through tasks with the ability to integrate as part of an expanding team
- 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 Sports Administrator – Sports Partnership shall be as set out hereunder: -

Character:

Each candidate must be of good character. Employment of the successful candidate shall be subject to satisfactory references.

Health:

Each candidate must be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service for the post.

Education/ experience, etc.:

Each candidate must have: -

A recognised 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

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 in time in lieu at the end of the month by mutual agreement with the Sports Co-Ordinator.

Salary:

The salary scale for this post is from €28,189 per annum.

Selection process

Candidates will initially be assessed to ensure that they meet the minimum qualifications set down above. **Assessment will be based on information provided by the candidate on the cover letter & CV.** Qualifications of successful candidates will be subject to further checks post interview to confirm that they meet the criteria.

Candidates will then be assessed based on the information contained in their letter and CV having regard to the requirements of the position and the number who have applied, if they should be called for interview. **Canvassing will disqualify any candidate from the competition process.**

Interview:

At interview candidates will be assessed in the following areas:

KNOWLEDGE/ EXPERIENCE	SKILLS	GENERAL ATTRIBUTES
<ul style="list-style-type: none">• Range and depth of experience relevant to post• Understanding the Role/Position• Previous & current working environment• Understanding of Sports Partnership	<ul style="list-style-type: none">• Change & people management• Ability to work as part of a team and maintain effective working relationships• Planning/organising• IT skills with an emphasis on Website maintenance and all social media platforms	<ul style="list-style-type: none">• Communication and interpersonal• Initiative• Commitment• Positive attitude with self-motivation• Leadership