

Swim Ireland Leinster Administrator

Applications are invited for the post of Swim Ireland Leinster Administrator.

This is a salary post, with a three-year part-time contract (25 hours per week), with a six-month probation period.

Role: To provide administrative support to the Leinster Region of Swim Ireland in its day to day operations and to work with all Committees and sub-committees of the Region providing administrative support as and when needed.

Some Key Responsibilities & Areas of Accountability:

- Organising of Management and Committee meetings in the Region
- Work closely with Swim Ireland staff and in particular the Leinster Support officer in relation to the needs of the Region
- Maintaining the communication channels from the Region to its Clubs and the wider community
- Build positive working relationships with Swim Ireland, clubs, other regions and sponsors
- Maintenance of the Regions communications channels
- Organisation of all Trips, Camps and other training activities of the Region
- Providing support to the Leinster Gala Secretary in the organisation of Competitions
- Providing support to the Leinster Treasurer and as when is needed
- Providing support to the Chairs of the Regions sub committees
- Maintenance of the Regions Operational Manual

If you would like to apply for the role of Leinster Administrator as outlined above, please send a CV outlining your qualifications and experience, a letter indicating what essential qualities you would bring to this post, together with the names and contact details of two people (Relatives or friends will not be accepted) who can comment on your suitability for this position (including your current or most recent employer).

Reference will not be contacted without prior permission.

Salary: The salary range for this part-time post (25 hours per week) is between €14,000 and €15,000, based on qualifications and experience.

Please submit your application to Adam Cox, Membership Manager, Swim Ireland, Irish Sports HQ, National Sports Campus, Blanchardstown Dublin 15 or applications submitted electronically to recruitment@swimireland.ie

Closing date for applications is Monday 11th September 2017 – 5pm

Swim Ireland is an equal opportunities employer

Role: To provide administrative support to the Leinster Region of Swim Ireland in its day to day operations and to work with all Committees and sub-committees of the Region providing administrative support as and when needed. It is intended that the person will be a key channel of communication between the Region, the committees and sub-committees of the Region and Club within the Region and will where possible attend the majority of the Regions meetings and events.

Report: The role will report to the Chairperson of the Leinster Region of Swim Ireland

Detailed Responsibilities:

1. Organising of Leinster Management and Council meetings and the Annual Regional Conference, along with the recording of attendance and minutes
2. Being a conduit for communication between Swim Ireland and the Leinster Region of Swim Ireland
3. Being the central point of communications between all committees and sub- committees of the Region
4. Provide administrative support to all sub-committees of the Region including Technical, Competitions and Schools and others that may be appointed
5. Provide administrative support associated with running of Galas and any events that the Region may organise from time to time
6. Maintenance of the Regions social media accounts such as Facebook and Twitter, providing updates to the Regionals website and preparing of the Regions newsletter and the Regions annual handbook
7. Organisation of Leinster Camps and Trips to include booking of flight, hotels and transfers. Arranging for the completion of all necessary paper work, such as permits, codes of conduct and consent forms. Communication with swimmers/parents around these events and providing support to the appointed Team Manager
8. Fully understand the budgetary and financial circumstances of Region and provide support to the Leinster Treasurer and as when is needed
9. Keeping up to date the Regions Operational Manual and all associated policies and procedures of the Region

Location

The person will be expected to attend the Swim Ireland Office (Dublin) at least once a week. Otherwise they will be based in Leinster traveling to meetings and events, with a base to be agreed upon appointment.

Job Specification

Experience and Qualifications

Skills and Qualities	Essential	Desirable
Qualification		
<ul style="list-style-type: none"> Educated to Degree level or at least 3 years of relevant experience 	✓	
<ul style="list-style-type: none"> Current and active drivers' licence 	✓	
<ul style="list-style-type: none"> A minimum of two years' experience in lead or managerial position within a swimming club or at a regional/national level or equivalency within another sporting body 		✓
Experience		✓
<ul style="list-style-type: none"> Experience of working within aquatic disciplines 		
<ul style="list-style-type: none"> Experience of working as part of a team 	✓	
<ul style="list-style-type: none"> Experience of leading a project and seeing it through successfully 	✓	
<ul style="list-style-type: none"> Database use & budgeting 		✓
Knowledge		✓
<ul style="list-style-type: none"> Working knowledge of Hy-Tek Team Manager, Meet Manager or other similar software 		
Personal Qualities and skills		
<ul style="list-style-type: none"> Comprehensive presentation, literacy, numeric and IT skills (Microsoft Excel, Word, PowerPoint, Database) 	✓	
<ul style="list-style-type: none"> Strong interpersonal skills including the ability to liaise with a range of personnel (such as swimmers, professionals, teachers, coaches, tutors and parents,) and build relationships 	✓	
<ul style="list-style-type: none"> Self-motivated, organised, enthusiastic and committed 	✓	
<ul style="list-style-type: none"> Ability to report effectively 	✓	
<ul style="list-style-type: none"> Ability to work on own initiative, under pressure and to tight deadlines 	✓	
<ul style="list-style-type: none"> A strong team player 	✓	
Other		
<ul style="list-style-type: none"> Willingness to travel to and between a number of different work locations 	✓	
<ul style="list-style-type: none"> Ability to communicate effectively in English 	✓	
<ul style="list-style-type: none"> Willingness to work unsocial hours 	✓	
<ul style="list-style-type: none"> A current work permit, where required 	✓	