

### **Education Administrator Advert**

Swim Ireland are seeking an experienced support officer who can lead in the administration surrounding all Education courses, encompassing Swimming Teaching and Coaching, Water Polo, Diving and Synchronised Swimming.

We are the leading provider of swimming education in Ireland and this is an exciting opportunity for anyone interested in working for a National Governing Body with a strong clerical or administration background. You will have responsibility for managing the lifecycle of courses, from registration and candidate bookings, to taking payments, raising invoices and distributing resources. All courses will be managed on our cutting edge Azolve database, so experience of working with DMS or CMS would be advantageous as well as experience dealing with customer queries over the phone and by email.

If you are interested in working for a forward thinking organisation, and being a part of a team that educates the Coaches who get Irish Athletes on podiums, apply now

Interviews will be held on Tuesday 19<sup>th</sup> September at Irish Sports HQ

**EDUCATION ADMINISTRATOR**

<b>Reports to</b>	Education Business Manager
<b>Role</b>	To manage the lifecycle of Swim Ireland Teaching Aquatics, Coaching Swimming, Coaching Waterpolo, Coaching Diving and Coaching Synchronized Swimming courses and provide day to day support to Swim Ireland Education customers
<b>Responsibilities</b>	<p><b>Responsibilities for the Education Support Officer will include:</b></p> <p>Swim Ireland Courses</p> <ul style="list-style-type: none"> <li>• Registration of courses</li> <li>• Support the Education Business Manager in allocation of tutors through the tendering process</li> <li>• Take bookings (online, phone and email), processing payments for Swim Ireland Courses and updating all payment records</li> <li>• Manage input and maintenance of course and candidate information as part of courses in the database</li> <li>• Package and distribute course materials in advance of Swim Ireland Courses</li> <li>• Support the Education Business Manager in agreeing feasibility of running courses and relay information to relevant partners and candidates</li> <li>• Meet with Coaching Ireland as required in relation to the registration of candidates on Swim Ireland Courses</li> <li>• Update the Coaching Ireland Database in line with agreement with Coaching Ireland</li> <li>• Upload course registrations to the Swim Ireland Website and Shop</li> <li>• Any other duties required in relation to effective and efficient running of the Swim Ireland Courses</li> </ul> <p>To include:</p> <ul style="list-style-type: none"> <li>• Level 1 and Level 2 Teaching Aquatics</li> <li>• Level 2, Level 2 and Level 3 Coaching Swimming</li> <li>• Level 1 and Level 2 Coaching Waterpolo</li> <li>• Level 1 and Level 2 Coaching Diving</li> <li>• Level 1 and Level 2 Coaching Synchronized Swimming</li> <li>• Any other additional courses developed within the department during the period of contract including but not limited to Level 3 Teaching Aquatics, Level 3 Coaching Water Polo and Level 2 Coaching Open Water Swimming</li> </ul> <p>Marketing</p> <ul style="list-style-type: none"> <li>• Assist in the marketing of Swim Ireland Education at local and national events</li> <li>• Utilise Social Media and email to advertise upcoming Swim Ireland courses</li> </ul> <p>Other Duties</p> <ul style="list-style-type: none"> <li>• Receive, process, package and distribute Swim Ireland online orders for courses</li> <li>• Order resources when stock requires</li> <li>• Respond to queries, calls and emails received by the Education Department</li> <li>• Produce monthly report detailing course statistics</li> </ul>

Selection Criteria including qualifications, knowledge and experience, and skills and attributes	Essential	Desirable
<b>Qualifications</b>		
Relevant educational qualifications in office administration or at least 5 years' experience in office administration	✓	
Current and clean drivers' licence	✓	
<b>Knowledge and Experience</b>		
Previous experience in office administration	✓	
Experience of working as part of a team	✓	
Basic financial record keeping	✓	
Experience in dealing with community and voluntary organisations		✓
<b>Skills and attributes</b>		
Strong interpersonal skills including the ability to liaise with a range of personnel	✓	
Comprehensive literacy, numeric and IT skills (Microsoft Excel, Word, PowerPoint, Database (DMS or CMS))	✓	
Excellent initiative and organisational skills	✓	
Capable of working independently, and having responsibility as an individual	✓	
Ability to report effectively	✓	
Attention to detail	✓	
<b>Other</b>		
Ability to communicate effectively in English	✓	