



**SSI Administrator Job Description.**  
*June 2022*

*Closing Date: Noon, 13<sup>th</sup> June 2022*



## **Administrator Job Description**

*3<sup>rd</sup> June 2022*

### **Student Sport Ireland Vacancy: Administrator**

Student Sport Ireland invite applications for the full-time contracted role of Administrator. Please see below detailed job description, application process, and closing date for applications.

#### **Post Overview:**

- Full time contract to 31<sup>st</sup> May 2024 subject to completion of probationary period
- €30,000 starting salary
- 23 Annual Leave Days
- Based at the Irish Sport, Abbotstown, Dublin with hybrid/remote working flexibility
- Closing Date: Noon, 13<sup>th</sup> June 2022.

#### **About Student Sport Ireland**

Student Sport Ireland (SSI) is recognised by Sport Ireland and Sport Northern Ireland as the representative body for higher education (HE) sport on the island. With 29 affiliated higher education institutions (HEIs) representing approximately 237,000 student's SSI's core work involves the coordination and governance of HE competitions; the promotion and enablement of student sport and physical activity; skills development of students involved in sport clubs and committees; the provision of learning, development, networking, information, and knowledge sharing opportunities for SSI members and their staff, and the representation and promotion of SSI and the HE sector to stakeholders.

SSI is governed by a board, employs two staff, with offices located at Sport HQ at the Sport Ireland Campus in Abbotstown, Dublin 15.

To learn more about SSI and its work please visit the [SSI website](#) and download the current [strategic plan](#).

#### **Role Overview**

The role offers individuals interested in pursuing a career in sport administration a unique opportunity to work in a dynamic national representative organisation with an extensive national and international network.

The successful applicant will play a central role in the administration and governance of the organisation, support and as appropriate lead the coordination and delivery of key programmes (e.g., HE competitions, the annual SSI networking event and student awards, World University Games); coordinate and manage SSI's various social media platforms; and oversee the administration of the SSI office and general duties.

In the role the successful applicant will develop an enviable skillset including project management, event planning and coordination, budget management, networking, and sports administration.



The role also provides the successful applicant direct access to SSI affiliated HEI Directors of Sport, Heads of Sport, Sports Managers, Sports Officers and Sports Development Staff, in addition to meeting and networking with national governing bodies of sport staff and officials housed at Sport HQ.

**Reporting To:** The Development Manager.

**Location:** The role will be based at Irish Sport HQ with hybrid/remote working flexibility.

### **Job Responsibilities**

- Coordinate the administration of the SSI office
- Undertake administrative and corporate governance requirements
- Attend and draft of minutes of meetings as required
- Maintain and update financial systems and records; issue invoices, and process payment of supplier bills
- Maintain and update company databases, the contacts directory, email distribution lists and various SSI Teams channels
- Coordinate and manage the web site and social media platforms
- Oversee the development and production of resource and marketing materials
- Manage and coordinate communications with students, affiliated HEIs, stakeholders, and the public
- Plan, coordinate, and deliver programmes, projects, and initiatives
- Undertake duties as assigned by the Development Manager.

This above is not to be regarded as exclusive or exhaustive, and additional reasonable duties and requirements associated with the role will arise throughout the period of employment.

### **Qualifications and Experience**

- A third level qualification is essential, a third level qualification in sport or recreation desirable
- Proven organisational and administrative skills is essential
- Outgoing interactive personality with a passion for Sports Administration
- Clear ability to manage multiple projects simultaneously
- Task orientated with a proven ability to multi-task, work on own initiative, manage time efficiently and meet deadlines is essential
- Excellent communication and interpersonal skills
- Proven insight, knowledge and understanding of the workings of Word Press, Facebook and Twitter, LinkedIn is desirable
- A positive can-do flexible attitude approach to the work
- Understanding of the HE sport sector structure and environment, and knowledge of a range of sports is desirable
- A current driving license and access to private transport, while not essential, is desirable.

**Contract, Salary, and Annual Leave:** Subject to completion of a 6 month probationary period the successful applicant will be employed on a full-time contract to 31<sup>st</sup> May 2024 on a starting salary of €30,000 with 23 days annual leave.

**Student Sport Ireland**

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**Hours of Work:** The successful applicant will be required to work a 40 hour week, primarily 9am to 5pm, Monday to Friday. Occasional evening and weekend work may arise with time in lieu or reduction in weekly hours granted with the prior agreement of the Development Manager.

**How to Apply:** Applicants are requested to submit a cover letter and an up to date CV via email to Ciarán Ó hIarnáin, SSI Development Manager at [ciaran@studentsport.ie](mailto:ciaran@studentsport.ie). Applicants are requested to set out the contact details for two referees in their CV.

**Interview:** Shortlisted candidates will be invited to interview in person at Sport HQ. Interviews are provisionally scheduled for the week commencing 27<sup>th</sup> June 2022.

**Closing Date:** 12 Noon (local Irish time), Monday 13<sup>th</sup> June 2022. Applicants received after this time and date will not be considered.

*Student Sport Ireland is an equal opportunities employer.*