



## **Administrator Job Description**

24<sup>th</sup> September 2024

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

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

#### **Post Overview:**

- A permanent appointment subject to completion of a 6-month probationary period;
- €30,000 starting salary with pension;
- 23 Annual Leave Days;
- Based at Irish Sport HQ on the Sport Ireland Campus with hybrid working flexibility;
- Application Closing Date: 12 Noon on October 18<sup>th</sup> 2024.

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

Student Sport Ireland (SSI) is recognised by both Sport Ireland and Sport Northern Ireland as the representative body for higher education sport on the island. With 21 affiliated HEIs representing over 240,000 full-time student's SSI's core work includes the coordination and governance of third level competitions; the promotion of student sport and physical activity; the provision of learning, development, networking, information, and knowledge sharing opportunities for SSI members; and representation, advocacy and promotion of the sector to its stakeholders.

SSI is governed by a Board, employs three staff, with an office at Sport HQ at the Sport Ireland Campus, Dublin 15.

To learn more 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 sports 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 SSI programmes (e.g., SSI competitions, World University Games, the annual SSI networking event, the Student Commission); coordinate and manage SSI's various social media platforms; and oversee the administration of the SSI office and general duties.

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 opportunities with national governing bodies of sport staff and officials.

**Reporting To:** The Chief Executive Officer (CEO).

**Place of Work:** The SSI Office, Irish Sport HQ, Dublin 15 with hybrid working flexibility.



### **Role Duties and Responsibilities**

- Coordinate the administration of the SSI office;
- Undertake administrative and corporate governance requirements;
- Plan, coordinate, deliver and manage events, programmes, projects, and initiatives;
- Attend and draft minutes of meetings as required;
- Maintain and update financial systems and records;
- Maintain and update company databases, the contacts directory, email distribution lists and various SSI Teams channels;
- Coordinate and manage the SSI web site and social media platforms;
- Manage and coordinate communications with students, affiliated HEIs, stakeholders, and the public;
- Undertake duties as assigned by the CEO.

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.

### **Candidate Qualifications and Experience**

- A third level qualification is essential, a third level qualification in sport or recreation desirable;
- One year's experience in similar role is essential;
- Proven organisational and administrative skills is essential;
- Outgoing interactive personality with a demonstrated 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 and all social media platforms is desirable;
- A positive can-do flexible attitude approach to the work;
- Understanding of the third level sports sector structure and environment, and knowledge of a range of sports is desirable;
- A current driving license and access to private transport is desirable.

**Contract, Salary, and Annual Leave:** Subject to funding and completion of a 6-month probationary period the successful applicant will be employed on permanent basis on a starting salary of €30,000 with 23 days annual leave. The appointee will be eligible for pension on completion of 12 months continuous employment or on the introduction of auto-enrolment if it arises that the scheme is operational before the end of the 12-month period.

**Hours of Work:** The successful applicant will be required to work a 37.5 hour week, primarily 9am to 5pm, Monday to Friday. Occasional evening and weekend work will arise but with time in lieu or reduction in weekly hours granted with the prior agreement of the CEO.

**Student Sport Ireland**

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**W:** [www.studentsport.ie](http://www.studentsport.ie)



**How to Apply:** Applicants are requested to submit a cover letter and an up-to-date CV via email to Ciarán Ó hIarnáin at [ceo@studentsport.ie](mailto:ceo@studentsport.ie). While applicants are not at this stage required to submit referee details an offer of employment to the preferred candidate will be subject to receipt of satisfactory references.

**Interview:** Shortlisted candidates will be invited to interview in at Sport HQ on a date to be confirmed.

**Closing Date for Applications:** 12 Noon, 18<sup>th</sup> October 2024. Late applications will not be considered with this policy strictly applied.

*Student Sport Ireland is an equal opportunities employer.*