



Cork Local Sports Partnership CLG

Sport Administrator

Job Description

Title: Sport Administrator

Hours: 9:00am to 5:30pm. The chosen candidate must be flexible, and willing to work evening and weekends. Time in lieu provided.

Office Location: c/o Motor Tax Office, Model Business Park, Model Farm Road, Cork. The post will be based at the Cork Local Sports Partnership main office. While the role is mainly office based, flexible hours and remote working can be considered.

Reports to: Partnership Coordinator.

Duration of Employment: 1 Year fixed term contract.

Probation: 6 Months.

1. Overview:

Sport Ireland established the Local Sports Partnership (LSP) Network as an initiative to create a national structure to co-ordinate and promote the development of sport & physical activity participation at local level. LSPs aim to increase participation in sport and physical activity by breaking down barriers and increasing numbers of people participating and ensuring continued participation through all stages of life.

2. Role of the Sport Administrator:

Cork Local Sports Partnership have a great opportunity for a professional, capable Sport Administrator to oversee and manage the administration of the education and training

programmes, the monitoring and evaluation platforms and packages, and day-to-day administrative/operational activities with Cork Local Sports Partnership.

This position will primarily involve managing and coordinating key education and training courses such as Safeguarding, Physical Literacy, First Aid etc. Ensuring that all monitoring and evaluation requirements as needed are up to date, including the implementation of Salesforce and Cirrico platforms etc. The sport administrator will equally provide support and carry out every day operational and administrative tasks as and when required by management.

This position will suit an individual who has strong IT, administrative and organisational capabilities and must have experience within an office based setting or similar role. This is an interactive people focussed position and provides operational support to our internal and external customers.

The successful candidate will be a self-starter who enjoys change and flexibility.

Reporting to the Coordinator, responsibilities will include:

- Manage and coordinate the delivery of Sports Partnership courses/initiatives/workshops including scheduling of tutors and venues for same.
- Maintain Sports Partnership databases, i.e., E-Vetting processes, tutors and coaches, , equipment etc.
- Assist in preparation of company reports and applications.
- Support and maintenance of company platforms, Cirrico, Salesforce, EventMaster, Assets Register etc.
- General office administration and secretarial duties, taking minutes of meetings etc.
- Undertake additional duties and tasks as requested by Management.

3. Sport Administrator Requirements.

- Strong Communication & Interpersonal Skills and an ability to multitask.
- Excellent time management and planning skills.
- A degree in sports administration, business studies or a related field.
- Attention to Detail: Tasks require a good eye for detail, such as data entry, reporting etc.
- Computer Skills: An excellent working knowledge of specific computer applications and software (Cirrico, Salesforce, EventMaster etc). Much of the job involves using a computer, requiring completion of reports and applications, learning and implementing new company IT platforms, data entry and responding to emails.

- Research & Analysis: A critical part of the job involves performing research. For instance, you may have to look into new software the company wants to use.
- Knowledge and understanding of marketing platforms such as Mailchimp, Facebook, Twitter and Instagram would be an advantage.
- A positive and flexible approach to working within a busy office environment.
- Relevant experience in a similar position preferably within a service organisation.
- Business operations background preferable.
- An ability to use own initiative and, work as part of a team or independently as the situation demands.
- A constructive, positive and progressive attitude to working as part of the Cork LSP team.
- Full, clean Driving Licence and access to own transport.
- The successful candidate will be required to complete the Garda Vetting process satisfactory to Cork LSP's requirements.

Cork Local Sports Partnership CLG will manage the Sport Administrator with the administrator having the advantage of benefiting from an established sports development network and administration structure.

Short listing

- Short listing of candidates may apply based on the information supplied.
- Canvassing will disqualify.
- The position offers a salary reflecting the experience of the candidate.
- Closing date for applications is Thursday, 21st of April .
- Those selected will be invited to attend for interview on Wednesday, 4th of May.

Cork Local Sports Partnership CLG shall require the person to whom the appointment is offered to take up such appointment as soon as possible.

Cork LSP is an equal opportunities employer.