



**VACANCY: Administrator Assistant**

**Job Description**

*Deadline for submission of applications is 10am, 29<sup>th</sup> January 2018*



### Administrator Assistant Job Description

<b>Organisation</b>	Student Sport Ireland
<b>Title</b>	Administrator Assistant
<b>Work Location</b>	Irish Sport HQ, National Sports Campus, Dublin
<b>Reporting To</b>	Development Manager
<b>Salary</b>	€1,500 per month
<b>Post Duration</b>	6 Months
<b>Hours of Work</b>	9am – 5pm (40hrs)
<b>Days of Work</b>	Monday – Friday
<b>Application Deadline</b>	5pm, 26 <sup>th</sup> January 2018
<b>Shortlisting</b>	End January 2017
<b>Interview</b>	Early February 2018
<b>Commencement Date</b>	February/March 2018

#### Organisational Overview

Student Sport Ireland is the governing body for third level sport on the island of Ireland. Working in partnership with Sport Ireland, Sport Northern Ireland, individual national governing bodies of sport (NGBs) and its affiliated member colleges SSI seeks to enhance student health and well-being through increasing participation in sport and physical activity in third level colleges in Ireland.

Thirty third level universities and institutions of technology representing over 200,000 third level students are affiliated to SSI.

The SSI office is housed at Irish Sport HQ at the Sport Ireland National Sports Campus in Blanchardstown Dublin with eighteen other national governing bodies of sport.

SSI staff coordinate an intensive work programme which includes the delivery of a wide range of programmes and initiatives including intercollegiate leagues<sup>1</sup>, the coordination of high performance student athletes competing at the World University Championships and World University Games, the annual Staff Networking Event, Event of the Year Award and Student Leadership Award.

A key milestone in the organisation's development was the publication in February 2016 of the [Student Activity and Sport Student Ireland](#) (SASSI) study which investigated sport and physical activity participation, provision and preferences at third level. This study informed the organisation's new strategic plan "[Working for Third Level Sport and Physical Activity](#)" launched in September 2017.

#### Role Overview

The role offers individuals with an interest 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.

While the role will involve ongoing support to SSI staff the appointee will play a key role in the implementation of organisational programmes and initiatives including the 2018 World University Championships, the Intercollegiate League Finals, the annual staff networking event and student awards, and supporting SSI committees in the implementation of their work

<sup>1</sup> SSI coordinates leagues in Badminton, Karting, Men's Rugby, Netball, Pool, Volleyball and Women's Rugby.



## Student Sport Ireland

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Blanchardstown, Dublin 15

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programmes. The appointee will also support SSI staff with the maintenance and updating of the SSI web and social media platforms and assist in the undertaking of general office duties as assigned by the Development Manager.

In the undertaking of this work the appointee will develop an enviable skillset including project management, event planning and coordination, budget management, networking and sports administration.

Finally, the role provides the successful applicant the opportunity to meet and network on a daily basis with sports administrators, Sports Officers and Directors/Heads of Sport from third level institutions, and staff and officials from other NGBs based at Sport HQ.

### Personal Specification

- A third level qualification is essential
- A third level qualification in Sport, Recreation or Business is desirable
- Outgoing interactive personality with a passion for Sports Administration
- Proven organisational and administrative skills with an 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 is desirable
- A positive can-do flexible attitude approach to the work
- Understanding of the third level sporting structure and environment, and knowledge of a range of sports would be an advantage
- A current driving license and access to private transport, while not essential, is desirable.

### How to Apply

Applicants are requested to submit a cover letter and CV via email to Ciarán Ó hIarnáin, SSI Development Manager at [ciaran@studentsport.ie](mailto:ciaran@studentsport.ie).

Please set out in your CV the contact details for two referees.

Referees will only be contacted after we have advised the successful applicant of our intention to do so.

### Deadline

The deadline for applications is 10am, 29<sup>th</sup> January 2018.

Late applications will not be considered.

