

**Title:** Job Opportunity – ‘Training Administrator’

**Date:** 20.02.18

### **Position Overview**

Mountaineering Ireland invites applications for this exciting position, on a part-time basis, with the aim of it becoming a full-time position in the future, subject to a specific funding increase. Mountaineering Ireland is the representative body for walkers and climbers in Ireland. It is recognised as the National Governing Body for mountaineering, hillwalking, rambling and climbing by both Sports Ireland and Sport Northern Ireland.

Mountaineering Ireland works in collaboration with a number of key stakeholders to promote participation and growth of its activities throughout the island of Ireland. Currently Mountaineering Ireland is expanding its staffing resources and wishes to recruit a part-time, funding specific Training Administrator to work in its head office.

### **Key Responsibilities**

The successful candidate will; facilitate the delivery and support of all Training Administration (Support) responsibilities and help with the administration of training courses while maintaining and ensuring the successful delivery of a head office support service for a National Governing Body of Sport.

**Employer:** Mountaineering Ireland.

**Post:** Training Administrator.

**Duration:** A part-time, funding specific contract will be offered to the successful applicant.

**Hours of Work:** Part-time post of 24 hours per week, in a variable working hours' arrangement involving some evening and weekend work. Core office hours of 10.00am to 3.00pm are aimed to be maintained. Based on an increase in funding, it would be hoped to increase this position to a full-time 39 hours per week role in the future.

**Annual Leave:** 12.5 working days per annum (dependent on start date this will be calculated on a pro-rata basis).

**Salary:** €18,500 (negotiable) salary per annum depending on experience.

**Reporting to:** The person appointed will report to the CEO of Mountaineering Ireland, functionally and operationally.

**Location:** The person appointed will have office facilities at the Mountaineering Ireland's Office, Irish Sport HQ, National Sports Campus, Blanchardstown, Dublin 15 and will on occasion be required to attend off-site meetings and events throughout the island of Ireland.

**Interviews:** Interviews for shortlisted candidates will be held in Mountaineering Ireland office on Thursday 15<sup>th</sup> of March 2018.

**Closing Date:** Applications must be received by 17:00hrs on Monday 5<sup>th</sup> of March 2018.

If you would like to apply for the position, please email the completed Application Form to [jobs@mountaineering.ie](mailto:jobs@mountaineering.ie) with 'Training Administrator' in the subject line. Only information submitted on the application form will be considered. **CVs and Cover Letters will not be accepted.** For further information on the role, please contact Murrough McDonagh, CEO of Mountaineering Ireland, at (01) 625 1115.

## **Key Responsibilities and Personal Duties**

The Training Administrator will primarily work in supporting the Training Officer in the implementing Mountaineering Ireland's Training objectives and programmes.

### **Promoting participation in personal skills and leadership training for hillwalking and climbing**

- Develop initiatives to raise skill levels amongst hillwalkers and climbers;
- Co-ordinate skills workshops at Mountaineering Ireland Meets and workshops;
- Produce regular reports and articles for the Irish Mountain Log, Mountaineering Ireland's quarterly magazine and other relevant publications.

### **Providing administrative and co-ordinating services to the Mountain Training Board of Ireland (MTBI)**

- Contribute to the development of syllabi and supporting literature for all MTBI training schemes.
- Deal with training-related enquiries from Mountaineering Ireland members and the public.
- Plan and structure MTBI meetings by the timely preparation and circulation of an Agenda and meeting papers/reports and the circulation of Minutes following meetings.

### **Working with Mountaineering Ireland Clubs to help them address their training needs**

- Provide support for the network of voluntary Training Officers within Mountaineering Ireland clubs.
- Provide support to the Training Officer in assisting clubs to help them identify their training needs and provide clubs with direction in addressing those needs;
- Promote the ethos of mountaineering, particularly the concept of personal responsibility.

### **Managing relations with and mentoring mountain training providers and centres**

- Work closely with providers to agree an annual calendar of MTBI courses to ensure regular availability and good geographic distribution of training and assessment;
- Maintain an up-to-date calendar of MTBI courses on the Mountaineering Ireland website;

## **General Duties**

As part of a small and dedicated team, the post will also require the appointee to:

- Develop and implement, in conjunction with the Training Officer and the Chief Executive Officer, an annual work programme.
- Work with Mountaineering Ireland's volunteers and other staff members towards the overall objective of achieving Mountaineering Ireland's strategic goals by promoting and publicising Mountaineering Ireland's aims, policies, events and services to members and the public.
- Participate in Mountaineering Ireland's annual performance review process.
- In conjunction with the Training Officer provide other regular written reports for work-flow management, monitoring and evaluation purposes.
- Provide additional support to Mountaineering Ireland staff as required.
- Other tasks which may be required and designated by the Mountaineering Ireland from time to time.

## **Training Office Duties**

- Dealing with telephone, e-mail, postal and personal enquiries from both Mountaineering Ireland members and the public.

- Processing MTBI registrations including logbook preparation and despatch.
- Maintaining an up-to-date database of Mountaineering Ireland members and all candidates going through MTBI training schemes (Microsoft Access).
- Managing and processing the various databases in service from the training department.
- Maintaining up-to-date club training information on Mountaineering Ireland web site via Content Management System (CMS).
- Stock control and ordering Training supplies as required.
- Performing regular computer back-ups.
- Administrative support to Training Officer

#### **MTBI Committee Support & Special Projects**

- Providing administrative support to Mountaineering Ireland's Annual Meets and other planned training events, including preparation of information packs, scheduling course participants, bookings & payments etc.
- Administration of MTBI grants and subsidies (e.g. Club Training Grants/Advanced Alpine Courses, etc.).
- Administrative support as necessary for one-off events, projects, competitions, etc.
- Assisting with the planning and staffing of Mountaineering Ireland's stand at exhibitions and other such events.
- Support to the Irish Mountain Log editorial team as necessary including working with the Training Officer to enhance the profile of mountain training.
- Administrative support as required to the MTBI Committee.

#### **Miscellaneous**

- Assisting with promoting and publicising Mountaineering Ireland training grants, lectures, publications, events, insurance and the other benefits of Mountaineering Ireland membership.
- Contributing to the education of members on the aims, policies and services of Mountaineering Ireland.
- Contribute to the overall efficient running of the Mountaineering Ireland Head Office at Irish Sport HQ.
- Other tasks which may be required and designated by the Chief Executive Officer from time to time.

## Person Specification

Applicants for the post will be assessed and considered according to the following qualifications, skills and criteria.

### Post: Training Administrator

Factor	Essential	Desirable
<b>Qualifications and attainments</b>	<ul style="list-style-type: none"><li>• High Level of MS Office expertise *</li><li>• Experience of working with databases, event management, websites *</li><li>• Education to Leaving Certificate standard or equivalent *</li></ul>	<ul style="list-style-type: none"><li>• Third level qualification.</li><li>• Administration or Secretarial qualification.</li><li>• European Computer Driving Licence (ECDL).</li><li>• Mountaineering Qualifications.</li></ul>
<b>Work and other experience</b>	<ul style="list-style-type: none"><li>• Experience of working in administration in a busy office. *</li><li>• Experience of working as part of a team</li></ul>	<ul style="list-style-type: none"><li>• Experience of working in a similar role.</li><li>• Experience of working for a sporting or voluntary body.</li></ul>
<b>Skills / specialist knowledge</b>	<ul style="list-style-type: none"><li>• Thorough working knowledge of the Microsoft Office suite *</li><li>• Strong written and verbal communication skills. *</li><li>• Excellent administration, IT &amp; organisational skills. *</li><li>• Good attention to detail.</li></ul>	<ul style="list-style-type: none"><li>• Good working knowledge of Microsoft Access.</li><li>• Experience of working with web sites.</li><li>• An understanding of the role of Mountaineering Ireland.</li><li>• Personal experience of a committee role within a club or voluntary group.</li></ul>
<b>Disposition and personal qualities</b>	<ul style="list-style-type: none"><li>• Proven ability to work as part of a team.</li><li>• Strong interpersonal skills. *</li><li>• The ability to work under own initiative with a thorough and efficient approach*</li><li>• Loyalty and commitment.</li></ul>	<ul style="list-style-type: none"><li>• Commitment to best-practice.</li></ul>
<b>Special aptitudes &amp; other factors</b>	<ul style="list-style-type: none"><li>• Ability to learn quickly.</li><li>• Willingness to work some evenings and weekends. *</li><li>• Willingness to undertake some travel including overnight stays. *</li></ul>	<ul style="list-style-type: none"><li>• Active participation in any aspect of mountaineering.</li></ul>

\*Items considered for shortlisting candidates