



## Administration Officer – Get Ireland Walking

### Job Description

#### **Key Responsibilities and Personal Duties**

The successful candidate will; facilitate the delivery and support of all head office administration responsibilities for Get Ireland Walking, coordinate grant aid for ongoing programmes, provide communication support to the team and ensure databases are kept current and relevant. In addition, the successful candidate will have the responsibility of managing all head office related tasks. They include:

#### **Office Administration**

- Management and administration of the day-to-day running of the Get Ireland Walking office.
- Provision of front office duties.
- Dealing with client, partner and public enquiries and provide excellent customer service.
- Generate relevant reports, proposals and issue correspondence.
- Assist with client queries in a consistent, professional and confidential manner.
- Ensure client/partner and programme participant data is recorded efficiently and effectively.
- Ensure the protection of sensitive data by adhering to national policies.
- Ensure databases are current and updated regularly.
- Provide administration support for all ongoing programmes when required.
- Produce regular reports and articles for the Get Ireland Walking E-zine, Irish Mountain Log and other relevant publications.
- Provide administrative support to the Get Ireland Programme Manager as required.

#### **Finance Administration**

- Provide periodic processing of grant applications and relevant documentation.
- Support the production of monthly management accounts.
- Liaise with staff members on budgets and financial reports.



### **General Administration**

- Assist and promote the Get Ireland Walking shared vision.
- Work with Get Ireland Walking partners/volunteers and other staff members to attain our overall objective; to achieve our strategic goals by promoting and publicising walking across the island for greater health and wellbeing benefits.
- Provide support including resources to registered Get Ireland Walking Groups to assist them in their roles and signpost training opportunities to interested persons and help new groups get started through our registration process.

### **General Duties**

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

- 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 Get Ireland Walking staff as required.
- Other tasks which may be required and designated by Get Ireland Walking from time to time.

### **Miscellaneous**

- Assisting with promoting and publicising Get Ireland Walking grants, events, publications, insurance and the other benefits of association with Get Ireland Walking.
- Contribute to the overall efficient running of Get Ireland Walking Head Office at Irish Sport HQ.
- Attend Mountaineering Ireland staff meetings and planning events when required.
- Other tasks which may be required and designated by the Programme Manager and 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: Administration Officer

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 and 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>• Qualifications in Health Promotion and/or Community Development.</li> <li>• European Computer Driving Licence (ECDL).</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> <li>• Experience of working with special population groups.</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 reporting writing skills.</li> <li>• Good attention to detail.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with web sites and website management.</li> <li>• Good knowledge of social media and other communications platforms.</li> <li>• An understanding of the role of Get Ireland Walking within the National Physical Activity Plan.</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> <li>• Commitment to best practice.</li> </ul>	<ul style="list-style-type: none"> <li>• Personal experience working within voluntary roles.</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 and or/walking.</li> </ul>