



Exciting NEW POST

Communications & Administration Officer – Get Ireland Walking

Job Description

Key Responsibilities and Personal Duties

The successful candidate will support the design and implementation of a collaborative, contemporary communications strategy through our key stakeholder and partner network that will provide an effective method of delivering the current Strategy and Action Plan and the legacy that it presents. In addition to communications, the successful candidate will be responsible for head office administration which includes the management of the website and email accounts associated with the post. He/She will provide regular communications and administration support to the Get Ireland Walking team and the National Governing Body Mountaineering Ireland and ensure all databases are kept current and relevant. Furthermore, the successful candidate will have the responsibility of managing all head office related tasks.

Communications

- Report directly to the Programme Manager.
- Support the design and implementation of a Get Ireland Walking Communications Strategy/Plan.
- Be responsible for website management and content development.
- Report on website effectiveness and analytics through regular analytics reports using Google Analytics.
- Implement a social media strategy, planning and posting feeds regularly while carrying out analysis of performance and tracking social engagement.
- Managing digital communications budgets and payments.
- Develop written content for publications, including up to date newsletters and website
- Develop presentations and other supporting content.
- Assist in the design of infographs, social banners and other ad hoc online images using photoshop and apps such as Canva and Infogram.
- Manage online promotional ads using Google Display and promoted social ads.



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 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.
- General Office support and administration duties.

General Duties

- 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 Cont.

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.
- 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: Communications & Administration Officer

Factor	Essential	Desirable
Qualifications and attainments	<ul style="list-style-type: none"> • Relevant Third Level Qualification. • High level of MS Office Expertise. • Experience of working with databases, event management and websites. • Education to Leaving Certificate standard or equivalent. • Car Owner, Clean Full Driving License Essential. 	<ul style="list-style-type: none"> • Post Graduate Qualification in Communications, Marketing or Administration. • Communications & Administration Qualification/s. • European Computer Driving Licence (ECDL). • Advanced Qualifications in graphics, design and/or communications
Work and other experience	<ul style="list-style-type: none"> • Experience of working in administration in a busy office. • Experience of working as part of a team. • Experience of Working within a Communications Dept 	<ul style="list-style-type: none"> • Experience of working in a similar role. • Experience of working for a sporting or voluntary body. • Experience of designing and implementing communication strategies
Skills / specialist knowledge	<ul style="list-style-type: none"> • Thorough working knowledge of the Microsoft Office suite. • Strong written and verbal communication skills. • Excellent administration, IT & organisational skills. • Good reporting writing skills. • Good attention to detail. • Advanced knowledge of Adobe Photoshop and/or similar software applications. 	<ul style="list-style-type: none"> • Experience of working with web sites and website management. • Good knowledge of social media and other communications platforms. • Good knowledge of graphics and design. • An understanding of the role of Get Ireland Walking within the National Physical Activity Plan.
Disposition and personal qualities	<ul style="list-style-type: none"> • Proven ability to work as part of a team. • Strong interpersonal skills. • The ability to work under own initiative with a thorough and efficient approach. • Loyalty and commitment. • Commitment to best practice. 	<ul style="list-style-type: none"> • Personal experience working within voluntary roles.
Special aptitudes & other factors	<ul style="list-style-type: none"> • Ability to learn quickly. • Willingness to work some evenings and weekends. 	<ul style="list-style-type: none"> • Active participation in any aspect of mountaineering and or/walking.

	<ul style="list-style-type: none">• Willingness to undertake some travel including overnight stays.	
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