Roscommon Sports Partnership

Candidate information booklet for:

Position of Communications & Administration Officer

(1 Year Fixed Term Contract)

JOB DESCRIPTION

Title:	Communications & Administration Officer
Salary:	€28,753 per annum (aligned to Local Authority Grade IV/Assistant Staff Officer Pay Scale)
Hours:	37 hours per week
Office Location:	GRETB Offices, Lanesboro St., Roscommon
Reports to:	Coordinator
Duration of Employment:	1 Year Fixed Term Contract
Probation:	3 month probationary period

Responsibilities and Duties:

The Communications & Administration Officer will report to the Sports Coordinator of Roscommon Sports Partnership (RSP) on a day-to-day basis who will be acting on behalf of and for the Board of Directors of RSP.

As the Communications and Administration Officer, there will be an opportunity to undertake research and develop communications material, and act as a key brand manager for RSP, including undertaking regular social media activity (Facebook, Instagram etc.) and providing content/updates to the website.

Marketing

- Develop and implement a marketing and communications plan that delivers against the key elements of the soon to be developed RSP 2021-2025 Strategic Plan.
- Develop and maintain existing RSP communication platforms' ensuring informative and accurate information is provided to stakeholders on a regular basis.
- Assist with the preparation of an annual marketing plan for the LSP including the preparation of press releases, articles, and radio promotions.
- Identify and secure, in consultation with the co-ordinator, opportunities that present in PR and marketing for LSP
- Support and assist preparations for hosting of seminars, workshops, conferences
- Collate material for inclusion in LSP Newsletter
- Encourage all participants on LSP courses/programmes to utilise the services on offer.
- To work with national and local statutory and voluntary organisations to promote participation events and opportunities throughout the county
- To develop a promotion plan for Roscommon Sports Partnership and to highlight the benefits to the local community of an active and healthy lifestyle
- Develop RSP Database to support better communications with partners and the local community

Media and Communications

- Support in liaising with media on RSP business, respond to queries, submit information, press releases, highlight events etc.
- Create and deliver integrated PR strategies across all media platforms, ensuring all events are properly promoted.
- Support in the organisation of media launches or specific initiatives.

Website and Social Media

- Support the on-going updating of the Company's website/s and Social Media accounts.
- Ensure all design aspects of the website support the Communications Strategy of the Company and implement related policies.
- Identify and gather key data from website and social media monthly
- Ensure all RSP staff representing the organisation are aware of and adhere to the Social Media Policy.

General Administration

- Assist with implementation of a monitoring and evaluation framework for all projects
- Assist with measuring and monitoring performance indicators on the basis of the impact, which courses/programmes are having at local level
- Assist with the implementation of the goals and objectives outlined in the RSP strategy
- Administration and attendance at courses that are contracted out, maintaining the standards, and representing RSP
- Undertake any other relevant and related duties that may be required by RSP

Qualifications & Experience:

The Communications & Administration Officer must be fluent in English and have a current valid Irish Driving Licence with access to private transport. Qualifications and Experience necessary to this role include:

- Ideally a degree or professional experience in either communications or public relations
- Experience of web development, social media and on-line marketing with strong IT literacy
- Established contacts and relationships with press and broadcast media would be beneficial but not essential
- Experience of dealing with a broad range of stakeholders and supporters from local community to national/international contacts
- Experience in media liaison and public relations is beneficial including writing press releases, feature articles, newsletters, leaflets, e-zines and annual reports
- Experience in desktop publishing and print production would be an asset

Character:

Each Candidate must be of good character and must be subject to enquiry and clearance through Garda Vetting.

Health:

Each Candidate must be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service to the Sports Partnership. A medical certificate from a recognised medical practitioner may be required by the successful candidate.

Salary:

Aligned to Local Authority Grade 4.

Competition:

The competition will be in two stages;

1. Short listing and
2. Competitive interview.

RSP may at its discretion require candidates to attend a preliminary interview on which case admission to the competitive interview will be conditional on candidates reaching such a standard as RSP consider appropriate in the preliminary interview.

Conclusion:

Before being recommended for appointment candidates shall satisfy RSP that they possess the requisite knowledge and ability for the proper discharge of the duties of the post. RSP, may select and recommend another person(s) for appointment on the results of this competition if the person recommended to the Board of RSP by the selection committee does not accept the appointment or, having accepted it, relinquishes it or if a vacancy arises. The onus is on all candidates to make themselves available for interview on the date(s) specified by RSP and to make whatever arrangements as necessary to ensure that they receive communications sent to them at the address specified on their application form.

Canvassing will disqualify any candidate from the competition process.