Roscommon Sports Partnership

Candidate information booklet for:

Position of Office Administrator

(Part-time Fixed Term Contract)

JOB DESCRIPTION

Title:	Office Administrator
Salary:	€29,253 – Pro Rata (aligned to Local Authority Grade IV/Assistant Staff Officer Pay Scale)
Hours:	18.5 hours per week
Office Location:	Castlecourt House, Castle Street, Cloonbrackna, Roscommon
Reports to:	Coordinator
Duration of Employment:	Part-time Fixed Term Contract until September 2022
Probation:	3 month probationary period

Responsibilities and Duties:

The Office Administrator 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 Director of RSP.

The Office Administrator will perform all duties assigned to him/her by the Sports Coordinator and the primary function of the post is to operate the public office of the RSP and to provide the Sports Coordinator, the Development Officers and the Board of Directors with Clerical support to ensure the aims and objectives of the RSP.

SPORT IRELAND
LOCAL SPORTS PARTNERSHIPS

Duties:

The primary duty of the Office Administrator is to implement the terms of the existing Strategic plan of the Roscommon Sports Partnership by assisting the Coordinator in providing administration support (see below):

Planning & Programme Management

- Contribute to and assist with the assessment, planning, implementation and evaluation of Roscommon Sports Partnership Strategic Plan.
- Support and progress the implementation of the annual operational plans for the delivery of the Strategic Plan.
- Facilitate annual reviews of the operational plan reporting on the effectiveness and impact.
- Participate in the design, organisation and implementation of projects/events identified in the strategic plan as key to the strategic development of sport and physical activity.
- Contribute to ensuring that all strategic plans/programmes and courses are operated on a user-friendly professional basis.
- Encourage and foster opportunities for programme development and new initiatives with other agencies.
- Initiate and maintain close contact with voluntary and community based sporting organisations.
- Carry out research and needs analysis as appropriate.

Specific Areas of Responsibility

- Payment and receipting of partnership finances, bank and day-to-day book-keeping.
- Financial reporting, mid-year and annual reporting.
- Administration of and record keeping of all accounts and reporting to the Board of the financial details at meetings of the Board.
- Record keeping of staff timesheets, annual leave, time-in-lieu, sick days.
- Administration, planning, organising of relevant courses, workshops, seminars and Board Meetings.
- Manage online booking systems for programmes and training courses.
- Administration of and record keeping of attendance at all courses that are contracted out.
- Undertake any other relevant and related duties that may be required for Roscommon Sports Partnership in line with the Boards' Plan.
- Record the minutes of the meetings of Roscommon Sports Partnership Any other duties as assigned from time to time by the Sports Co-Ordinator or Sports Partnership board.

Publication & Promotions

- Assist with the preparation of an Annual Report.
- Support and assist preparations for hosting of seminars, workshops, conferences.
- Assist with the preparation of material for inclusion in Roscommon Sports newsletter/website.
- Provide support and assistance in maintaining up-to-date databases.
- Encourage all participants on courses/programmes to utilise the services on offer.

Health & Safety Management

- Report to/work with the Coordinator in promoting health & safety awareness/best practice amongst all staff.
- Contribute to ensuring that all facilities the company use are fully in compliance with current health & safety standards.
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- Assist with the investigation of all accidents/incidents.
- Communicate all results/recommendations arising from investigation of accidents/incidents.
- Ensure that all activities undertaken as a staff member of RSP are in line with appropriate codes and legislation.

Qualifications:

The Office Administrator must be fluent in all disciplines of the English Language and have a current valid Driving Licence issued in the Irish Republic with access to private transport. All candidates must have at the latest date for receipt of applications the following:

(A) Experience in Sage or similar accounting software packages.
(B) Experience, Knowledge or qualification in the computer programmes of Word, Excel, PowerPoint and a willingness to upskill on other software packages.
(C) Experience or qualification in office management.
(D) Excellent Interpersonal and telephone skills.
(E) The ability to work as part of a team and the ability to work on your own initiative.

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 will be required by the successful candidate.

Type of Post:

The post will be of a part-time fixed term duration for 18.5 hours per week until September 2022. You may occasionally be required to work evenings and you must be flexible with your working hours subject to the requirements of the Partnership. One months' written notice must be given by either party to terminate the contract. A written contract will be issued to the successful candidate within two (2) months of appointment.

Salary: Local Authority Grade 4

Probation:

There shall be a period after the appointment takes effect which the successful candidate shall hold the position on a probationary basis. This period of probation shall be for three (3) months duration subject to the ratification of the Board of Directors and may be extended at their discretion. The successful candidate shall cease to hold the position at the end of the probation unless during such

period the Board of Directors has certified that the service of the person on probation is satisfactory to the Board.

Format of Competition:

Applications for all posts must be made on the Official Application form and must be completed in full. The information you supply in the application form will play a central part of the shortlisting process. Roscommon Sports Partnership's decision to include you on the shortlist of candidates going forward to stage two of the process may be determined based on this information. Where, by reason of the number of persons seeking admission to the competition and the standard of knowledge, training or experience in general of such persons, Roscommon Sports Partnership (RSP) consider that it would be reasonable not to admit all the persons to the competition, RSP may admit to the competition such persons who appear likely to them to attain in the competition a standard sufficient for selection and recommendation for appointment. The admission of a person to a competition, or invitation to attend an interview, is not to be taken as implying that RSP are satisfied that such persons fulfils the requirement of the post or is not disqualified by law from holding such a post and does not carry a guarantee that your application will receive further consideration.

It is therefore important, for you to note the onus is on you to ensure that you meet the eligibility requirements for the competition before attending for interview. No expenses will be paid by RSP to any candidate for attending for interview or completing the application process.

COMPETITION:

The competition will be in two stages;

1. Short listing and
2. Competitive interview.

RSP may at its discretion require candidate 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.

Interview Procedure:

The interview procedure will be conducted by a selection committee of 3 persons nominated by the Board of Directors of RSP and whose responsibility it will be to list in order of merit their nominees for the post to the Board of Directors of RSP.

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 vacancies 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.