



Swim Ireland Education & Development Administrative Officer

Job Description



Reference: ED

Job Title: Swim Ireland Education & Development Administrative Officer

Location: Swim Ireland, Sport HQ, 13 Joyce Way, Park West, Dublin 12

Reports to: Director of Education and Development (DOED)

Job Purpose: To provide administrative support to the DOED and the Swim Ireland Education and Development team

Key Responsibilities & Areas of Accountability:

1. Assist in the provision of clerical, secretarial and administrative support for the DOED and the Swim Ireland education and development team as directed by the DOED
2. Provide support in the co-ordination of the work of the DOED and the education and development team, to include working with the education committee, officials committee, and additional committees as requested
3. Co-ordinate and assist in the implementation of the education and development plan under the guidance and instruction of the DOED
4. Take and prepare minutes as required at meetings
5. Collect and compile data and statistics
6. Liaise with other staff, tutors, teachers and coaches, members and outside agencies as requested and where applicable
7. Actively participate in continuing education and research activities consistent with the position
8. Update Swim Ireland website as required
9. Prepare presentations and projects materials as required
10. Organise meetings, events, flights, accommodation as required
11. Perform other miscellaneous job-related duties as assigned by the DOED

In house training will provided in the use of Swim Ireland specific packages e.g. Club and Member databases, the use of the Swim Ireland website.

Hours of work

Hours will be 39 hours per week from 9am to 5.30pm

Proficiencies required/desirable for the position of Education & Development Administrative Officer

Skills and Qualities	Essential	Desirable
Qualification <ul style="list-style-type: none"> • Complete education to Leaving Certificate • Secretarial/Administrative/ECDL qualification • Employment previously for a minimum of 24 months 	<p>☺</p> <p>☺</p>	<p>☺</p>
Experience <ul style="list-style-type: none"> • Proven experience related to providing clerical, secretarial and administrative support • General office skills and confident in the use of Microsoft Office packages, i.e. email, word processing, using spreadsheets, proficient in using the internet • Experience of liaison and communication with different groups of people • Evidence in researching various topics and compiling research and reports with regards to topics • Experience in attending meetings and taking and preparing minutes • Experience in being able to co-ordinate a team 	<p>√</p> <p>☺</p> <p>☺</p>	<p>☺</p> <p>☺</p> <p>☺</p>
Knowledge <ul style="list-style-type: none"> • Understanding the Benefits for Participants and Volunteers operating within the sport • Understanding the differences between the aquatic disciplines • A general knowledge of sporting structure in Ireland 	<p>☺</p> <p>☺</p> <p>☺</p>	
Personal Qualities <ul style="list-style-type: none"> • Strong interpersonal skills including the ability to liaise with a range of personnel (such as swimmers, professionals, teachers, tutors, coaches and parents) • Self motivated, enthusiastic and organised • Ability to report effectively • Ability to work on own initiative, under pressure and to tight deadlines • Ability to work effectively within a team 	<p>☺</p> <p>☺</p> <p>☺</p> <p>☺</p> <p>☺</p>	
Other <ul style="list-style-type: none"> • Ability to communicate effectively in English • An interest in the development of Swim Ireland and its associated disciplines • Full commitment to Swim Ireland Education and Development Team • A Can do Attitude 	<p>☺</p> <p>☺</p> <p>☺</p> <p>☺</p>	

Application should be made in writing quoting Ref: ED, enclosing your CV with an accompanying letter to:

CEO,

Swim Ireland,

Sport HQ,

13 Joyce Way,

Park West,

DUBLIN 12

Telephone no. +353 1 6251122

All queries regarding this position should be directed to the CEO, Swim Ireland.

Closing date for application: 23rd September 2008.