



Kilkenny Recreation & Sports Partnership
Maternity Leave Cover for the position of Office Administrator
Specified Purpose Contract Position

Job Description

Title:	Acting Office Administrator – Full time Specified Purpose Contract
Salary Scale:	Grade 4 administrative scale in line with the local authority grades commencing at €30,932
Hours:	37.5 hours per week. The chosen candidate must be flexible, and willing to work evening and weekends to accommodate the service needs, for which time off in lieu can be taken.
Annual Leave:	28 days annual leave applied pro-rata
Travel Expenses:	Travelling expenses will be paid where appropriate.
Location:	Kilkenny City
Reports to:	Kilkenny Recreation & Sports Partnership Sports Co-ordinator.
Duration:	Specified purpose contract subject to satisfactory completion of a 6-month probationary period

The primary purpose of the role is to provide high quality administrative support to the Sports Co-ordinator. The acting office administrator will have an understanding and commitment to the principles and values of KRSP and work as a responsible member of the overall team, participate in team meetings and ensure confidentiality and professional integrity at all times

Specific Areas of Responsibility:

- To perform reception and initial contact duties during the opening hours of the company and support the Sports Partnership team in the delivery of a professional service.
- To provide administrative support to the Sports Co-ordinator.
- To ensure that the day-to-day operations of the Sports Partnership office are run effectively and efficiently.
- To perform the day-to-day processing of financial transactions including the processing of payroll to ensure the KRSP records are maintained in an effective, up to date and accurate manner in line with financial policies and procedures. To support the preparation of financial reports and the preparation of information for financial audits.
- To provide relevant information to individuals and groups and to ensure that good standards are maintained in all communications with the public.
- To assist in the development and implementation of an annual communications plan. To assist in the promotion all KRSP programmes and activities using various forms of media including press releases, KRSP newsletter, website, social media, e-bulletins, texting, leaflets/brochures etc.

- To ensure that all information is effectively recorded and stored in line with GDPR, including updating and maintenance of databases.
- To work within the Sports Partnership team and support the administration of programmes/events identified by KRSP as key to the strategic development of sports and physical activity in Kilkenny
- Administration of and attendance at externally delivered courses/programmes maintaining high standards and representing KRSP.
- To support and contribute to the preparation of annual operational plans for the delivery of the KRSP strategy.
- To partake in reviews of the operational plan reporting on its effectiveness and impact.
- To support the roll out of all KRSP activities including any of the Sport Ireland national programmes and mass participation events required.
- To be flexible in approach to work and undertake any other duties that may be required within the remit of the Sports Partnership – this may involve some evening/weekend work from time to time.

The above is not an exhaustive list of responsibilities.



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Person Specification**

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Leaving Certificate and/or a Degree, Professional Qualification or National Diploma in a Relevant Discipline 	
Experience	<ul style="list-style-type: none"> A minimum of 1 years' experience in office administration Experience of Sage 50 Accounts, Thesaurus and bank reconciliation including procurement, lodgements, cash and online payments and the administration of petty cash Preparation for financial audits and end of year procedures 	<ul style="list-style-type: none"> Preparation of budgets and financial reports. Preparation of finances for grant applications
Skills and Competencies	<ul style="list-style-type: none"> Excellent administrative, organisational and IT skills. Accuracy and close attention to detail Ability to produce and access information efficiently and accurately. Excellent communication skills with a strong emphasis on customer relations. Good time management skills Ability to multi-task in a busy office environment 	<ul style="list-style-type: none"> Ability to produce good quality publicity material An interest in sport and physical activity Experience of working with voluntary, community and/or statutory sector
Attitude and Motivation	<ul style="list-style-type: none"> A constructive, positive and progressive attitude to working as part of the Kilkenny Recreation & Sports Partnership team An ability to develop rapport and working relationships with individuals from a variety of backgrounds. Awareness of the importance and value of participation in sport / active recreation A self-motivated approach to work. 	<ul style="list-style-type: none"> An awareness of the role and importance of both co-ordinated and inter-agency responses to local sporting needs
Transport	<ul style="list-style-type: none"> A full clean driving licence and use of personal transport for work is required. Willingness and ability to travel. 	

Garda Vetting

The successful candidate will be required to complete the Garda Vetting process satisfactory to the Sports Partnership's requirements.

Training

A commitment to on-going training and development.

Short listing

Short listing of candidates may apply based in the information supplied. Canvassing will disqualify. Interviews will take place in person in Kilkenny City or by virtual means in line with Government advice in December 2022. Informal enquires to Nicola Keeshan at 087 0516033 up until 11th November 2022.

KRSP shall require the person to whom the appointment is offered to take up such appointment on 3rd January 2023.

If you are interested in applying for the position, please submit a statement of suitability and CV marked Ref: KRSP MLC OFFICE ADMIN to aisling@krsp.ie by **1pm Friday 18th November 2021**.

Kilkenny Recreation & Sports Partnership is an Equal Opportunities Employer

