



Sports Administrative Assistant

Rowing Ireland is one of Ireland's foremost sporting organisations, with a reputation for success and a strong tradition in sport and competition.

Rowing Ireland is seeking an administrative assistant

The role will hold responsibility for supporting core business areas and ensuring that all aspects of the organisation are supported.

The role is crucial to continuing the development of the organisation as a leading sporting establishment. This role requires strong cross-functional collaboration, excellent internal and external relationship management, confident communications and strong administrative skills.

The Administrative Assistant will work directly with the CEO and the Rowing Ireland Team Leads in the development and delivery of value services for the organisation, particularly in relation to the strategic plan.

Reporting to the CEO, the responsibilities of the Administrative Assistant will comprise of, and not be limited to:

Main Duties and Responsibilities

Monitoring emails and phone calls for the organisation.

Preparing correspondence, reports, presentations, meeting packs and meeting notes as requested.

Governance: Assist with updating policies and procedures in relation to the Governance code of Ireland

Supporting the team with diary management, calls, emails and correspondence

HR: Prepare any HR issues and support for the team, in collaboration with the Finance and Operations Lead and CEO.

Anti-doping: Assist with anti-doping requests and updates from Sport Ireland and ensuring the link with the HP team and athletes

Vetting: Ensuring Garda vetting updates and queries are in place for clubs and the organisation while liaising with the regulatory bodies and any updates or training necessary. Online membership system: Become proficient in the Rowing Ireland online membership system to support the Learning & Development Lead.

Relationship management: Build collaborative relationships, internally and externally, to achieve strategic objectives with operational excellence.

Completer finisher: As a member of small but highly successful team, you will be someone who can see a task through from start to finish

Flexibility: Adaptable and agile and can competently deal with a range of competing priorities.

Teamwork: The ability to work as a team as well as on your own will be paramount to this role.

Safeguarding: Responsible for developing, managing and implementing the organisation's approach to safeguarding children and young people.

Communication: Highly people-focused, a polished communicator with a "can-do" attitude and the ability to write with clarity in a timely and professional manner.

Detail: Attention to detail is paramount.

Social media: The ability to post and update on all Rowing Ireland channels and basic WordPress (web) posting skills are advantageous. However, training can also be given on these skills.

IT skills: Strong computer skills with particular emphasis on the ability to learn new skills in our changing work environment

Travel: The role may from time to time require to travel domestically to events or meetings
Assignments: The ability to undertake any other assignments as may reasonably be requested by the CEO and organisation.

Experience and Professional Qualifications The successful candidate will have a proven track record in administration and supporting a team.

All candidates must have existing valid permission to live and work in Ireland unrestricted. While Rowing knowledge is preferred, it is not essential

ADDITIONAL INFORMATION

Suitable candidates should apply in writing with a letter and current CV

Closing date for receipt of applications is Friday 23rd August 2024

Please note the role and responsibilities may change from time to time in line with the organisations evolving needs.

Rowing Ireland is an equal opportunities employer, and all applications will be treated in strict confidence.

Job Types: Permanent, Full-time

Location: Cork or Hybrid

Benefits:

- Company events
- Flexible schedule
- On-site parking
- Work from home

Schedule:

- Day shift

Education:

- Advanced/Higher Certificate (preferred)

Experience:

- Office or administration: 2 years (preferred)

Language:

- English (required)