



Orienteering
Ireland

General Administrator

Orienteering Ireland

Information

Orienteering Ireland has an immediate vacancy for a General Administrator. We are looking for an energetic and diligent General Administrator to support the organisation's continuing growth.

The successful candidate will be able to put their stamp on an ambitious sporting body, supporting important projects and ensuring the sound governance of Orienteering Ireland.

Background

Orienteering Ireland is the National Governing Body for the sport of orienteering in the Republic of Ireland.

The sport is undergoing a period of change with participation rates across all orienteering formats growing.

With a new brand identity, innovative programmes and exciting competitions being developed, the future for orienteering in Ireland is bright.

We value integrity, ambition, inclusivity, teamwork and a passion for continuous improvement.

With a diverse membership, schools programme and dedicated volunteers operating at all levels of the sport, we are excited about our future growth.

Role Description

The General Administrator will report directly to the Chairperson and Management Committee. The General Administrator will manage the day-to-day administration of the organisation, including:

- Financial administration such as managing electronic payments, invoice generation and online financial records management;
- Management of the workload of two Orienteering Co-ordinators, who will report directly to the General Administrator;
- Co-ordinating the work of other service providers used by Orienteering Ireland;
- Administrative supports for Irish teams competing internationally;
- General administration including club affiliation, insurance;
- Supporting the preparation of funding applications, in particular the Sport Ireland Grant Application;
- Supporting the development of business plans for various programmes, initiatives and events;

- Preparation of reports (financial and otherwise) for the Management Committee;
- Managing correspondence;
- Supporting the Board and Management Committee;
- Organising & attending Board and Management Committee meetings & the AGM;
- Coordinating orienteering education, "Ready-to-Go" orienteering and other courses;
- Other key administrative functions that ensure Orienteering Ireland can continue its growth, raising participation and improving performance;
- Managing the organisation's relationship with its stakeholders;
- Supporting the webmaster in managing the Orienteering Ireland website;
- Have the capacity to administer the organisation's social media platforms;

Essential role requirements

- High level of competency with software such as MS Office, and particularly Excel.
- Access to motor car.
- Full clean class B Driving Licence, as some travel within Ireland is anticipated.
- Garda vetting will be required.

Desirable role requirements

- Ideally a minimum of 2 years' experience in administration;
- Internal control awareness and understanding of the importance of good governance;
- Project Management competency
- Knowledge of Accounting practice
- Experience in delivering programmes, events and activities in line with budgets;
- Knowledge of sport administration.
- Some knowledge of orienteering.

Competencies & Attributes:

- Can communicate effectively with a wide range of stakeholders.
- Skilled at prioritising, multi-tasking and problem solving.
- Ability to provide clear, informative and relevant information.
- Copes well with continual change and tight deadlines.

Terms, Conditions & Benefits:

- Competitive salary
- This is a part-time position of 1,200 hours per annum or 100 hours per month. Hours can be split across 3-5 days per week.
- This position is for a self-employed contractor rather than an employee.
- The successful applicant will be working from home.
- Access to Sport Ireland training opportunities in a range of relevant topics.
- Training in relevant software packages and orienteering will be provided.

Process:

Deadline for Applications is 12:00 noon on Monday 14th November 2022.

Please send a cover letter and CV outlining your suitability for the role to
vacancies@orienteering.ie

Interviews will be held in the week commencing Monday 21st November 2022.