



Age & Opportunity Active Programme

FitLine Coordinator

Job Description

Position:	Full-time, 37.5 hours per week
Contract:	18 month specified purpose contract initially
Salary:	€35,500 per annum
Reporting to:	Active Programme Manager (and Active Programme Assistant Manager in her absence).
Direct reports:	Active Programme FitLine Administrator, and Active Programme FitLine mentors
Location:	Remotely/initially then based in Age & Opportunity's office in Dublin.

Main Tasks and Responsibilities

- Lead on the development and the nationwide expansion of the FitLine initiative in conjunction with the Active Programme Manager and Assistant Manager.
- Manage the recruitment of volunteer mentors in conjunction with the HR Manager and provide ongoing training and support to mentors.
- Manage the induction of volunteer mentors, and manage the provision of leadership and resilience training and all refresher training.

- Recruit FitLine participants in conjunction with the wider Active team and with the support of the Communications Manager.
- Ensure that the FitLine mentor materials and FitLine participant materials (resource packs) are kept up to date.
- Register FitLine participants and ensure that they receive a resource pack.
- Identify and update information on local services suitable for participants, through liaising with LSPs and other relevant bodies.
- Oversee the management of the timetable for volunteer mentors.
- Oversee the FitLine administration function and assist with administration where required.
- Visit FitLine centres on a regular basis (post Covid-19).
- Consistently review mentor inputs and comments on the CRM system following calls and conduct any follow up required.
- Input data and extract reports from Salesforce CRM system.
- Manage all FitLine mentor volunteers.
- Act as point of contact for volunteers and for partner organisations regarding FitLine.
- Develop relationships with local agencies and partner organisations to enhance the expansion of FitLine.
- Identify further training opportunities for volunteer mentors.
- Organise volunteer mentor networking and upskilling sessions.
- Work closely with the Policy, Research and Evaluation Manager and the independent evaluator on the evaluation of the FitLine initiative.
- Work closely with the Communications Manager on the promotion of FitLine through various media platforms.
- Manage the FitLine budget in conjunction with the Active Programme Manager.
- Organise and contribute to the organisation of events including training activities, seminars or conferences in conjunction with the Active Programme Manager and the Communications Manager.

Other Responsibilities:

- Ensure adherence to legislation, regulations and defined quality standards on all projects undertaken.
- Follow the policies and procedures outlined in Age & Opportunity's Employee Handbook, Policies and Procedures Manual, Internal Financial Controls and Procedures and Safety Statement.
- Commit to the purpose of Age & Opportunity, and work within the values of the organisation.
- Participate in regular supervision with your line manager.
- Actively participate in full team meetings.

- Show reasonable flexibility in relation to hours of attendance to meet the needs of the work. Work during unsocial hours may be required.
- Have a flexible approach to the work in response to organisational change, development and review of best practice.
- Participate in and engage with a performance management programme.
- Identify training needs with your line manager and participate in training opportunities appropriate to the role.
- Contribute as an active member of the Age & Opportunity team, to the development and support of other initiatives within the organisation where relevant.
- Promote and represent Age & Opportunity on committees and at events as requested.
- Operate within agreed budgets seeking authorisation for expenditure and be accountable for such expenditure authorised and ensure the appropriate coding of expenses.
- Provide written reports as per deadlines requested.
- Undertake any other tasks as will from time to time be requested.

Person Specification

This person specification sets out the various criteria which are desirable or essential for the post and by which we will assess your application.

Education

A third level qualification in a relevant field is desirable.

Experience

- Applicants must have at least 5 years' experience in the area of physical activity, sport or health promotion for older adults.
- Knowledge of Ireland's health, sport and physical activity environment, policies and structures.
- At least 5 years' administration experience.
- Experience in using a CRM system, preferably Salesforce.
- Strong interest and background in the area of older adult health, physical activity or sport.
- Experience in managing a team of people, preferably volunteers

Skills

- A team player with good interpersonal skills and the ability to engage with a range of people.
- Excellent administration skills.
- An ability to analyse information quickly and communicate in a concise and articulate manner.
- Excellent written and oral communication skills.
- Strong project management and organisation skills, as well as attention to detail.
- High level computer literacy and competency in Word, Excel and PowerPoint.
- An ability to administer a CRM system, preferably Salesforce.
- Full drivers licence and use of a car.

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