



Incorporating **Age & Opportunity active**,  
The National Sport and Physical Activity Programme  
for Older People

## Age & Opportunity Active Programme

### FitLine Administrator

### Person Specification

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

#### Education

- Leaving Certificate or equivalent standard.

#### Experience

- At least 2 years' administration experience.
- Experience in using a CRM system is essential. Experience in using Salesforce is desirable.

#### Skills

- A team player with good interpersonal skills and the ability to engage with a range of people particularly older people.
- An interest in health and wellbeing.
- 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 organisational 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).

**KEEP WELL**



SPÓRT ÉIREANN  
SPORT IRELAND



Riailtas na hÉireann  
Government of Ireland