

Age & Opportunity Active Programme

FitLine Coordinator

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

- Experience in people management preferably volunteers Applicants must have at least 4 years' experience in the area of health promotion, physical activity, or sport for older people.
- Knowledge of Ireland's health, sport and physical activity environment, policies and structures.
- At least 4 years' administration experience.
- Experience in using a CRM system, preferably Salesforce.
- Strong interest and background in the area of older people's health, physical activity or sport.

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 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.

KEEP WELL



Rialtas na hÉireann
Government of Ireland