



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
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Riálas na hÉireann
Government of Ireland