



Age & Opportunity Active Programme

FitLine Coordinator

- Position:** Full-time, 37.5 hours per week
- Contract:** 12 months Specified Purpose Contract from the commencement of contract.
- Salary:** €38,000 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, and will be required to visit centres in person and occasional attendance required in our Dublin office

Background

Age & Opportunity is the national organisation that provides a range of opportunities for older people who want to get more involved in arts and culture, sport and physical activity, civic engagement and personal development. Our mission is to enable the best quality of life for us all as we age. Our vision is of an Ireland where all older people can be more active, more visible, more creative, more connected, more confident, more often.

We have an opportunity for a candidate who is highly motivated, with a strong project management and volunteer management background, to join our Active Programme team as FitLine Coordinator, to lead on the further development and nationwide expansion of our FitLine initiative. FitLine is a free telephone support service, delivered by volunteer mentors, who encourage older people to start being physically active and maintain physical activity as part of their daily lives.

Job Description

Main Tasks and Responsibilities

- Lead on the further development and nationwide expansion of the FitLine initiative in conjunction with the Active Programme Manager and Assistant Manager.
- Lead on the development of local hubs nationally.
- 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, 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.
- Be aware of safeguarding FitLine staff, mentors and participants
- Ensure that the FitLine mentor materials and FitLine participant materials (resource packs) are kept up to date.
- Oversee the management of the scheduling for volunteer mentors.
- Oversee the FitLine administration function and assist with administration where required.
- Be responsible for setting up new FitLine Centres
- Visit FitLine centres on a regular basis (within Covid-19 protocols).
- Consistently review mentor inputs and comments on the CRM system following calls and conduct any follow up required.
- Manage the data input on Form Assembly by mentors.
- 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 healthcare professionals, LSPs, social prescribers, other 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 on the ongoing evaluation of the FitLine initiative.
- Work closely with the Communications Manager on the promotion of FitLine through various media platforms.
- Liaise with the Active Programme Manager in relation to the FitLine initiative budget.
- 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.
- Ensure that confidentiality is respected by staff and mentors.

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

- Experience in project management and people management, preferably management of volunteers.
- At least 4 years' experience in the area of health promotion, physical activity, or sport for older people.
- 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.
- Knowledge of Ireland's health, sport and physical activity environment, policies and structures.

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.

Remuneration and Benefits

The salary for this position is €38,000.

Age & Opportunity offers the following benefits in addition to salary:

- Excellent working conditions in our Dublin office with a hybrid working model in place.
- An 8% employer's contribution to pension (subject to a minimum 4% employee contribution).
- Annual leave of 24 days.
- Closure of the office on Good Friday and Christmas Eve (gift days).
- Employee Assistance and Wellbeing programme.
- Opportunity to avail of continuous professional development training specific to the role as deemed appropriate.
- Travel (bike to work scheme, tax saver commuter tickets).

The complete list of terms and conditions will be made available to the candidate offered the role.

To apply:

Please send your CV and cover letter, outlining how you match the above criteria, by email to Margaret Roe, HR Manager, at Margaret.Roe@ageandopportunity.ie

Deadline for receipt of applications is 5pm on Monday the 16th of January.

Interviews will be held on Tuesday the 7th of February.

Shortlisting will apply.

Age & Opportunity is an equal opportunities employer.

KEEP WELL



Rialtas na hÉireann
Government of Ireland