

## **Age & Opportunity Active Programme**

### **Active Programme Administrator**

<b>Position:</b>	Full-time, 37.5 hours per week
<b>Contract:</b>	Permanent
<b>Salary:</b>	€32,000 per annum
<b>Reporting to:</b>	Active Programme Manager (and Active Programme Assistant Manager in her absence).
<b>Location:</b>	Hybrid. This will involve a mixture of working from home and attending our offices in Dublin for 2 days per week and when required for meetings.

## **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.

Our Active programme is the national sport and physical activity programme for older people funded by Sport Ireland and the HSE. The programme is designed to get older people in Ireland more active. This is an exciting opportunity to contribute to the national programme of physical activity for older people, working in a very rewarding and diverse role.

For further information on Age & Opportunity and our Active Programme, visit [www.ageandopportunity.ie](http://www.ageandopportunity.ie)

## **Job Description**

### **Main Tasks and Responsibilities**

- Provide administrative support for the Active Programme and all of its initiatives.
- Organise and keep records of workshops, gatherings and networking events liaising closely with partner agencies and providers.
- Provide administrative support for the organisation of events including training activities, seminars and conferences in conjunction with the Active Programme Manager and the Communications Manager.
- Support the production of Active Programme printed and online materials in conjunction with the Communications Manager.

- Provide administrative support and work closely with our Policy, Research and Evaluation Manager on evaluations of our various initiatives.
- Respond to incoming enquiries and provide an information service on all aspects of the Active Programme and the organisation generally.
- Be responsible for the register of participants on our database, and maintain this database, extracting reports as required.
- Liaise with all Active Programme Trainers with regard to planning and organising resources and equipment for workshops and events. Prepare collection of same from Dublin office or posting out as required.
- Provide assistance with budget administration and record keeping and invoicing.
- Coordinate and monitor contracts and prepare invoicing and payments for processing.
- Provide administrative support for all funding applications.
- Liaise with Sport Ireland and other funder and partner agencies as directed.
- Be responsible for keeping stock of all Active Programme workshop materials and resources.
- Act as support to the Active Programme FitLine Administrator when required.

#### **Other Responsibilities:**

- Ensure adherence to legislation, regulations and defined quality standards.
- Follow the policies and procedures outlined in the organisation'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 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 – desirable**

A qualification in the area of Administration is desirable.

### **Experience – essential**

- At least 2 years' proven track record of experience in a busy administration role.
- Experience in using a CRM system, preferably Salesforce.

### **Skills – essential**

- 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.
- High level computer literacy and competency in Word, Excel and PowerPoint.

## **Remuneration and Benefits**

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

- Excellent working conditions in our Dublin office with a hybrid working model in place.
- Flexible working arrangements.
- An 8% employer's contribution to pension (subject to a minimum 4% employee contribution).
- Annual leave of 24 days.
- Paid Maternity / Adoptive leave after 12 months' service.
- 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@ageandopportunity.ie](mailto:margaret.roe@ageandopportunity.ie)

The deadline for receipt of applications is 5pm on Friday the 5<sup>th</sup> of May 2023.

Interviews will be held on Thursday the 11<sup>th</sup> of May 2023.

Shortlisting will apply. Age & Opportunity is an equal opportunities employer.



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