

## **Age & Opportunity**

### **Active Programme FitLine Administrator**

<b>Position:</b>	Part-time, 20 hours per week, over 5 mornings
<b>Contract:</b>	One-year specific purpose contract
<b>Salary:</b>	€32,000 pro-rata per annum (i.e., €17,067)
<b>Reporting to:</b>	Active Programme FitLine Coordinator
<b>Location:</b>	Hybrid. This role requires working from our office in Dublin 9 two 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)

We are looking for an Administrator for our Active Programme FitLine initiative, 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**

- To provide administrative support for the FitLine initiative and for the FitLine Coordinator;
- To provide administrative support for meetings relating to FitLine;
- To provide administrative support for the recruitment of mentors and participants where required, including interviewing potential mentors with the FitLine Coordinator;
- To oversee and maintain the FitLine database on the CRM system;

- To generate reports from our CRM system as required;
- To monitor and record requests for information regarding the FitLine initiative;
- Be familiar with and provide information on FitLine and other Age & Opportunity programmes and initiatives;
- To provide administrative support for the training of FitLine mentors;
- To attend any relevant training;
- To monitor and respond to the FitLine Freephone number;
- To follow up enquiries and requests about FitLine;
- To register new participants and maintain a database of all participants;
- To maintain a database of all mentors;
- To provide administrative support for FitLine mentor meetings/training sessions;
- To liaise with mentors in advance of weekly phone calls;
- To send weekly reminder texts to mentors;
- To provide administrative support in relation to promotional materials for FitLine;
- To generate and maintain the FitLine mentor rota and liaise with mentors re same;
- To provide administrative support for other aspects of the Active programme as 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, HR Manager, at [jobs@ageandopportunity.ie](mailto:jobs@ageandopportunity.ie)

The deadline for receipt of applications is 5pm on Thursday the 24<sup>th</sup> of August 2023.

Interviews will be held via zoom on Monday the 4<sup>th</sup> of September 2023.

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

Garda vetting is required for this position.