

## **Athletics Ireland Seeks Registration & Office Manager**

Athletics Ireland is the National Governing Body for Athletics in Ireland. Athletics Ireland's Head Office is based at 19 Northwood Court, Northwood Business Campus, Santry, Dublin 9. Athletics Ireland is a company limited by guarantee with approximately 40 employees. For further information, please see our website at [www.athleticsireland.ie](http://www.athleticsireland.ie)

Athletics Ireland is seeking to recruit a fulltime Registration & Office Manager to join the team within Athletics Ireland. This post will be integral to the delivery of key objectives within our Strategic plan 2021 to 2028 and will include supporting the extensive athletics community across the island of Ireland. The successful applicant will be tasked with developing strong relationships across a diverse and growing community.

### **The Role**

The role of the Registration and Office Manager will include responsibility for the running of the office, PA support to the CEO, managing specific events and management of the Athletics Ireland's Registration system. This person is the primary office contact for our membership and must have the ability to create positive relationships.

### **Key Responsibilities will include:**

- Develop mutually beneficial working relationships with other key organisations/agencies.
- Client Relationship Management - Support for all clubs & county boards
- Liaising with Service Providers on IT Systems issues
- Preparing month end report for CEO/Board & for publication
- Team Lead on the annual awards dinner.
- Co-ordinating special events - AGM/Congress
- Working as a link to support Internal Departments
- Maintenance of Registration databases.
- Provide full CEO Administration support.

### **Requirements for the role**

- Event Planning/Management experience
- Experience of managing a busy office and creating a positive culture.
- Ability to prioritise, delegate and lead projects and events.
- Strong CRM experience with both internal and external clients
- Advanced IT skills across Microsoft Office Suite, an ability to work with bespoke IT systems.
- The ability to influence others, with excellent communication, collaboration and partnering skills.
- Must be legally entitled to work in Ireland.
- Basic financial acumen.

### **Education and Experience**

- Relevant experience in a similar role.
- Relevant qualifications.
- Excellent communication, IT and administration skills.
- Excellent people skills.
- Well-developed networking skills.
- Attention to detail.
- Strong work ethic and ability to work in a dynamic environment.
- Flexible and adaptable attitude.
- Ability to work under pressure.
- Team player and ability to work on their own initiative.

The ideal candidate will have a background in Athletics. Experience in office management and IT systems would be advantageous but is not essential.

**Reporting to:** The Director of Human Resources and the CEO

Applicants should note that this list is not exhaustive and is subject to change as required.

**Our benefits include:**

Paid Maternity and Paternity leave  
Family friendly policies  
Sick pay scheme  
Education assistance  
Employee Assistance Programme  
Bike to work scheme  
Company contributory pension scheme after six months

**Remuneration and Location**

**Salary:** Band 1, €30,681 (min) to €42,468 (max).

**Position Tenure:** Six months' probation, 2 year fixed-term full-time contract.

**Position Location:** Athletics Ireland Head Office at 19 Northwood Court, Santry, Dublin 9.

Appointment will be made subject to satisfactory Garda Vetting and suitable reference checks.

**Hours of work**

Monday to Friday, 9 to 5.30pm (37.5 hours). Occasional evening and weekend work may be required but a Time Off in Lieu system is in operation for any out of hours and weekend work. The post is full-time in the Dublin office.

Applications including a cover letter and curriculum vitae should be sent by email for the attention of the Athletics Ireland Human Resources Manager to [oliviaorourke@athleticsireland.ie](mailto:oliviaorourke@athleticsireland.ie) Closing date for applications is 5pm on Friday the 1<sup>st</sup> of December 2023.

Athletics Ireland is an Equal Opportunities Employer.