JOB DESCRIPTION

**Job Title:** Administrator

**Location:** National Football Stadium, Belfast

**Responsible to:** National Women’s Coach/Elite Performance Operations Manager

**Salary:** £16,000 - £18,000 dependent on experience

**Hours of Work:** 35 hours per week flexible depending on work programme. Occasional evening and weekend work as required.

**Duration of Post:** Temporary to cover a secondment for approximately nine months. The role may be reviewed for further extension or possible permanency subject to business needs.

PURPOSE OF THE JOB:

The post holder will provide a professional administrative support to the Girl’s Regional Excellence and International Programmes and Elite Performance department.

MAIN DUTIES AND RESPONSIBILITIES:

1. Accurately carry out administrative duties as and when required including but not limited to, production of letters, reports, emails, filing, updating databases, website, preparing newsletter content, making bookings, etc.
2. Ensure that all relevant programme and activity information is recorded and documented for analysis by Managers and in line with programme/funder standards and requirements.
3. Maintain all relevant financial records appropriate to the department such as expense claims, purchase orders and invoices and ensure the timely and accurate completion in accordance with the organisations processes and authorisations.
4. Contribute to the development of administrative systems and continuous improvement processes to improve quality and efficiency.
5. Meticulously maintain computerised databases and records used within the delivery of programmes.
6. Provide admin support to Coach Education on an ad hoc basis.
7. Communicating accurately with parents, clubs, scouts and other stakeholders for the purposes of the programme delivery.
8. Proactively participate in training and development opportunities, staff performance appraisals and reviews as required.
9. Assist with the co-ordination and delivery events and activities as agreed by the Manager.
10. Comply with Data Protection Policy with regard to safeguarding sensitive customer information at all times.
11. Adhere to and perform the job in line with all company policies, procedures, processes and working practices, including adhering to best practice.
12. Proactively support the on-going development of the department and the IFA through contributing and adhering to quality management developments.
13. Perform any other duties as may reasonably be required from time-to-time.

**This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of the changing needs of the business.**

**PERSONNEL SPECIFICATION**

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| **Criteria** | **Essential:** | **Desirable:** |
| **1. Education & qualification** | 1.1 A minimum of 5 GCSE passes (Grade C or above), including English and Maths (or equivalent qualification). | 1.2 Holds a Business Administration qualification. |
| **2. Experience** | 2.1 Has a minimum of 1 year’s relevant administration experience in a busy office environment.  2.2 Demonstrable experience of report writing, drafting letters and other documentation. | 2.3 Has a minimum of 2 year’s relevant administration experience in a busy office environment.  2.4 Has 1 years’ experience in the delivery of other projects/programmes.  2.4 Experience in a similar role/industry would be desirable. |
| **3. Skills, knowledge & competencies** | 3.1 Strong ICT skills and proficient in the use of Microsoft Office applications including Word, Outlook, PowerPoint and Excel.  3.2 Able to demonstrate an excellent command of the English Language and strong written and oral communication skills.  3.3. Able to demonstrate good planning and organisational skills, including the ability to manage a challenging workload with multiple and often conflicting priorities in order to manage time effectively to meet deadlines.  3.4 Able to demonstrate ability to working on their own initiative whilst maintain high levels of attention to detail and accuracy all work produced.  3.5 A team player who can work on own initiative, organise and prioritise work effectively. |  |
| **4. Other requirements**  **(4.2 – 4.4 are post job offer)** | 4.1 Proof of eligibility to work in the UK.  4.2 Completion of a medical questionnaire demonstrating the ability to fulfil the Occupational Health requirements for the post and flag any reasonable adjustment required.  4.3 Two satisfactory employment references, one of whom should ideally be the current/most recent employer.  4.4 Enhanced Access NI checks with satisfactory clearance. |  |

**ADDITIONAL INFORMATION**

**Closing date:** The closing date for the receipt of completed application is 12 noon on 23 March 2018. Applications received after the closing date and time will not be considered.

**Shortlisting:** Only those applications which clearly demonstrate the requirements set out in the personnel specification will be shortlisted. Please note that the Association reserves the right to implement all or some of the desirable criteria in addition to the essential criteria for shortlisting purposes.

**Offer of employment:** Please note any offer of employment is subject to the receipt of two satisfactory employment references, proof of eligibility to work in the UK and proof of any required qualifications.

**Reserve list:** A reserve list of suitable candidates may be maintained for the purpose of any similar vacancies (temporary or permanent) that may arise within twelve months of the completion of the recruitment exercise.

**Vetting:** The Irish FA is committed to safeguarding and promoting the welfare of children and young people and expects all staff and employees to share this commitment. This role involves work with young people and is subject to Enhanced Access NI checks. Clearance through this system is required.

**The Irish Football Association is an equal opportunities employer and welcomes applications form all sections of the community. All appointments will be made on the basis of merit.**

***Approved: February 2018***