

Mountaineering Ireland

Training Administrator, Website & Social Media Officer

Key Duties and Responsibilities

Training Administration (Note – this is an Administration function):

- Administration of the day-to-day running of the Training Department – supporting and linking with the Training Officer and key staff members.
- Support the implementation of MI Training Policies, support Club Training, administering Training Awards and Schemes and providing administration support to the Training Sub-Committee.
- Provision of front office duties for the training department.
- Dealing with customer enquiries & providing excellent customer service.
- Managing and processing the various databases in service from the training department.
- Generating reports, proposals and issuing correspondence.
- Assisting with client queries in a consistent, professional and confidential manner.
- Perform other duties as assigned.
- Provide administrative support to the CEO as required.

Website:

- Provide day to day management and responsibility of our website.
- Develop, update and implement a 'Content Schedule' covering all sections, events, and service provisions for the Mountaineering Ireland website.
- Liaise with staff and external support providers in ensuring a smooth, efficient and effective provision of the website.
- Undertake reviews and appraisals of the current website service and scope.

Social Media:

- Managing, monitor and implement all online social media platforms currently in use.
- Develop and implement a 'Content Schedule' covering all news sections, service provisions within Mountaineering Ireland on the social media platforms.
- Support the production of the monthly E-zine newsletter.

General Duties:

- Support the planning and implementation of Mountaineering Ireland's events and meets.
- Support the quarterly production of the Irish Mountain Log magazine from both the staff liaison and commercial advertisement provision.
- Assisting with promoting Mountaineering Ireland benefits, events, publications.
- Other tasks which may be required and designated by the CEO from time to time.

Person Specification

Applicants for the post will be assessed and considered according to the following qualifications, skills and criteria.

Factor	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • High level of MS Office expertise. • Experience of working with Databases, Event Management Programmes, Websites and Social Media platforms. 	<ul style="list-style-type: none"> • Third level or similar higher level qualification. • 3 – 4 years' work experience.
Work and other experience	<ul style="list-style-type: none"> • Experience of working in Administration/Website/Social Media in a busy office environment. • Experience of working as part of a team on shared projects. 	<ul style="list-style-type: none"> • Experience of working in the voluntary sector. • Experience of conducting research in a club membership environment. • A proven record of working in collaboration with other stakeholder, clients, organisations and agencies.
Skills / specialist knowledge	<ul style="list-style-type: none"> • Excellent administration, IT and organisational skills and attention to detail. • Strong written and verbal communication skills as well as relationship building skills. 	<ul style="list-style-type: none"> • Ability to motivate others and engage with our membership.
Disposition and personal qualities	<ul style="list-style-type: none"> • Conscientious and self-motivated. • Proven ability to work as part of a team. • Strong interpersonal skills. 	<ul style="list-style-type: none"> • Commitment to best-practice. • An understanding of branding and marketing.
Other factors	<ul style="list-style-type: none"> • Willingness to work unsocial hours including evenings and weekends as well as occasional public holidays. • Willingness to undertake travel including overnight stays. 	<ul style="list-style-type: none"> • Active participation in outdoor recreation, indoor climbing or sport in general. • Passionate about promoting healthy lifestyles.

Please note all Mountaineering Ireland employees are required to complete a Garda Vetting/Access NI clearance process prior to commencing work.