

Title: Job Opportunity – ‘Administration Officer’

Date: 10.03.17

Position Overview

Mountaineering Ireland invites applications for this exciting full-time, funding specific position. Mountaineering Ireland is the representative body for walkers and climbers in Ireland. It is recognised as the National Governing Body for mountaineering, hillwalking, rambling and climbing by both Sports Ireland and Sport Northern Ireland.

Mountaineering Ireland works in collaboration with a number of key stakeholders to promote participation and growth of its activities throughout the island of Ireland. Currently Mountaineering Ireland is expanding its staffing resources and wishes to recruit a full-time, funding specific Administration Officer to work in its head office.

Key Responsibilities

The successful candidate will; facilitate the delivery and support of all head office administration responsibilities and financial support to our partner accountancy firm, while maintaining and ensuring the successful running of a head office support service of a National Governing Body of Sport.

- Employer:** Mountaineering Ireland
- Post:** Administration Officer
- Duration:** A full-time, funding specific contract will be offered to the successful applicant
- Hours of Work:** Full-time post of 39 hours per week, in a variable working hours’ arrangement involving some evening and weekend work.
- Annual Leave:** 21 working days per annum (dependent on start date this will be calculated on a pro-rata basis).
- Salary:** €28,000 (negotiable) salary per annum depending on experience (dependent on start date this will be paid on a pro-rata basis).
- Reporting to:** The person appointed will report to the CEO of Mountaineering Ireland, functionally and operationally.
- Location:** The person appointed will have office facilities at the Mountaineering Ireland’s Office, Irish Sport HQ, National Sports Campus, Blanchardstown, Dublin 15 and will on occasion be required to attend off-site meetings and events throughout the island of Ireland.
- Interviews:** Interviews for shortlisted candidates will be held in Mountaineering Ireland office on Monday 10th of April 2017.
- Closing Date:** Applications must be received no later than 17:00hrs on Wednesday 29th of March 2017.

If you would like to apply for the position, please email a one-page cover letter and two-page curriculum vitae to jobs@mountaineering.ie with “Administration Officer” in the subject line. For further information on the role, please contact Murrough McDonagh, CEO of Mountaineering Ireland, at (01) 625 1115.

Mountaineering Ireland Administration Officer

Key Duties and Responsibilities

Office Administration:

- Management and administration of the day-to-day running of the office
- Provision of front office duties.
- Dealing with customer enquiries & providing excellent customer service.
- 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.

Finance Administration:

- Provide day to day processing of all head office finance requirements.
- Support the production of monthly management accounts.
- Liaise with staff members on budgets and financial reports.

Membership Administration:

- Managing the online membership management system.
- Processing MI club and individual memberships, including production and distribution of MI membership cards and issuing of renewal notices to clubs.
- Establish and communicate online and manual processes between staff and clubs to increase efficiency and profitability.
- Work with appropriate staff members to maximise member retention and reach club and individual membership targets and club revenue goals.
- Supporting the planning and implementation of Mountaineering Ireland's events and meets.

General Duties:

- 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.	<ul style="list-style-type: none">• Third level qualification.• Knowledge of working with an Accountancy System and Online Payments System.
Work and other	<ul style="list-style-type: none">• Experience of working in Administration in a busy office	<ul style="list-style-type: none">• Experience of working in the voluntary sector.

experience	<p>environment.</p> <ul style="list-style-type: none"> • Experience of working as part of a team on shared projects. 	<ul style="list-style-type: none"> • Experience of conducting research in a club membership environment. • A proven record of working in collaboration with other stakeholder 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 clearance process prior to commencing work.