



JOB DESCRIPTION

Communications & Administration Officer

Location: National Rowing Centre, Farran Wood, Cork
Salary: €18,000 per annum
Hours: 30 Hours per week
Contract Period: Fixed term until 31st December 2014. Budget dependent
Rowing Ireland plan to make this a full time position in 2015.

JOB PURPOSE

The Communications & Administration Officer will positively promote Rowing Ireland and raise the profile of the sport of rowing on the island of Ireland. This will encompass the development, co-ordination and delivery of a communication and public relations programme. The appointed individual will have lead responsibility for all matters pertaining to the successful delivery of the communication and public relations plan, which will necessitate development of effective partnerships working with: media, sponsors, clubs, schools, athletes, coaches, parents and/or guardians.

MAIN AREAS OF RESPONSIBILITY

- To develop and co-ordinate the delivery of a communication and public relations programme for Rowing Ireland;
- To manage and develop the website and social media functions for Rowing Ireland;
- Provide a lead role in managing and disseminating information to all key partners;
- To maximise and manage all media opportunities to ensure the positive profile of rowing is promoted at all times;
- To utilise social media services to promote Rowing Ireland;
- Attend training courses, training camps, competitions and other events (in an official capacity) as agreed with the Rowing Ireland CEO in advance;
- Review and develop new communication and media processes that will determine future benefits to Rowing Ireland;
- Working in partnership with Rowing Ireland Clubs to ensure appropriate support to communications officers;
- To logistically support the CEO and Championship Committee in the development of the Championship programme;
- To manage and activate sponsors relationships with Rowing Ireland through the CEO;

- To organise and maintain the media and photography archive of Rowing Ireland;
- To produce regular e-zines for distribution to the rowing community;
- Monitor and evaluate impact of interventions and prepare written and oral reports as necessary relating to the post;
- To work closely with the Rowing Ireland CEO and to provide general administrative support;
- 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 organisation.