



Rowing Ireland Sports Administrator

(Temporary maternity cover)

Rowing Ireland is a membership organisation funded partly by Sport Ireland. The organisation is responsible for the development and participation of rowing and indoor rowing in Ireland, and for the training and selection of individual rowers and crews representing Ireland. Rowing is one of the most successful Irish Olympic sports and Ireland is ranked second in World rankings as we head into the Olympic year. Rowing Ireland affiliated clubs (referred to as 'Clubs') are the backbone of our organisation and we are committed to ensuring that the sport continues to thrive, from the grass-roots right up to winning medals at the Olympic Games.

Rowing Ireland are seeking to recruit a temporary full time Sports Administrator to join our expanding team. The Sports Administrator will be integral in supporting the delivery of key objectives within our Strategic Plan and on the Pathway to Paris in 2024.

Reports to: Club Support Officer
Location: Dublin
Contract Type: Full Time Temporary Contract - Maternity Leave Cover (26 weeks)
Application closing date: Friday 30th June 2023

Position Overview:

As a Sports Administrator at Rowing Ireland, you will play a crucial role in providing administrative support and ensuring the smooth functioning of the organisation. Your responsibilities will include assisting the CEO, providing support during the Annual General Meeting (AGM), managing general administrative tasks, processing online shop orders, coordinating the weekly newsletter, facilitating anti-doping education, and managing the online membership system.

Key Responsibilities:

1. CEO Support:
 - Assist the team with various tasks, including scheduling meetings, managing correspondence, and preparing reports.

- Collaborate with the team to coordinate and prioritise administrative activities.
 - Handle confidential information and ensure its secure handling and storage.
2. General Administrative Tasks:
- Perform day-to-day administrative duties, such as answering phone calls, responding to emails, and maintaining office supplies.
 - Organise and maintain physical and electronic files, ensuring easy retrieval and data security.
 - Organising and maintaining the project management system, and creating powerpoints, word documents and spreadsheets.
3. Greenblades Online Shop:
- Support the administration of the online shop, process customer orders, and ensure timely order fulfilment.
 - Coordinate with suppliers, warehouse staff, and shipping providers to ensure accurate and efficient order processing.
 - Handle customer inquiries, resolve issues, and provide exceptional customer service.
4. Weekly Newsletter:
- Coordinate the creation and distribution of a weekly newsletter to members and stakeholders.
 - Collect relevant information, news, and updates from various sources within the organisation.
 - Draft and proofread newsletter content, ensuring accuracy and adherence to brand guidelines.
 - Utilise Mailchimp to design and send the newsletter.
5. Anti-Doping:
- Assist in Anti-Doping administration and education.
 - Coordinate with relevant authorities, athletes, and coaches to schedule educational sessions.
 - Maintain records of participation, feedback, and compliance with anti-doping regulations.
6. Online Membership System:
- Support the working of the online membership system.

- Help to respond to membership inquiries and provide assistance with registration or technical issues.
 - Understand the basic workings of the system
7. AGM Support:
- Assist in the planning and organisation of the Annual General Meeting once a year.
 - Prepare meeting registrations and other relevant documents.
 - Coordinate logistics, such as venue booking, catering, and equipment setup.
 - Communicate with the board to provide information and gather necessary documentation.

Qualifications and Skills:

- Bachelor's degree in sports management, business administration, or a related field (preferred).
- Proven experience in sports administration or a similar administrative role.
- Strong organisational and time management skills with the ability to multitask effectively.
- Excellent written and verbal communication skills.
- Proficiency in using office productivity software (e.g., Google Drive and Asana Project Management System).
- Familiarity with WooCommerce, Wordpress and Mailchimp (desirable).
- Competency in IT.
- Attention to detail, accuracy, and ability to maintain confidentiality.

Note: The above job description is a general overview of the responsibilities and tasks typically associated with the role of a Sports Administrator in Rowing Ireland. Actual job duties may vary and evolve over time based on the organisation's needs.

Additional Information

Rowing Ireland working hours are 9:00 to 17:00, although flexibility will be required at busy times to ensure core objectives are achieved.

Equal Opportunities



Rowing Ireland is committed to equal opportunities for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief, and marriage and civil partnerships.

Remuneration

Salary will be dependent on experience.

To apply for this role, email your CV along with a covering letter to info@rowingireland.ie

Please note: CVs received from agencies will not be considered for this role