



Education Administrator Advert

Swim Ireland are seeking an Administrator who can support in the administration surrounding all Education courses, encompassing Swimming Teaching and Coaching, Water Polo, Diving and Synchronised Swimming. This is an ideal opportunity, for a driven individual, to carve a career within the Sports Industry.

We are the leading provider of swimming education in Ireland and this is an exciting opportunity for anyone interested in starting a career in administration or sports administration, to join a National Governing Body. You will have responsibility for managing the lifecycle of courses, from registration and candidate bookings, to taking payments, raising invoices and distributing resources. All courses will be managed on our cutting edge Azolve database, so experience of working with a Database or a Content Management System would be advantageous. You will be able to deal with customer queries over the phone and by email and be confident and professional in your presentation. A swimming qualification would be advantageous but is not a requirement.

If you are interested in working for a forward thinking organisation, and being a part of a team that educates the Coaches who get Irish Athletes on podiums, apply now

Closing date: Applications must be received no later than 12 noon Friday 29th June 2018

Interviews: Interviews for shortlisted candidates will take place on Tuesday 3rd July 2018

Start Date: ASAP

Contract Type: 3 Year Full Time Fixed Term Contract

Vetting: Garda vetting will apply

Salary: Remuneration will be dependent on qualifications and experience

Base location: Swim Ireland Head office, National Sports Campus, Abbotstown, Dublin 15

To Apply or for Further Information: Contact Joni Harding, edmanager@swimireland.ie 01625 1120

Swim Ireland is an equal opportunities employer and all applications will be treated in strictest confidence.

EDUCATION ADMINISTRATOR

Reports to	Education Team Lead
Role	To support the lifecycle of Swim Ireland Teaching Aquatics, Coaching Swimming, Coaching Water Polo, Coaching Diving and Coaching Synchronized Swimming courses and provide day to day support to Swim Ireland Education customers

Responsibilities	<p>Responsibilities for the Education Administrator will include:</p> <p>Swim Ireland Courses</p> <ul style="list-style-type: none"> • Registration of courses • Support the Education Team Lead in allocation of tutors through the tendering process • Take bookings (online, phone and email), processing payments for Swim Ireland Courses and updating all payment records • Input and maintenance of course and candidate information as part of courses in the database • Package and distribute course materials in advance of Swim Ireland Courses • Support the Education Team Lead in agreeing feasibility of running courses and relay information to relevant partners and candidates • Meet with Coaching Ireland as required in relation to the registration of candidates on Swim Ireland Courses • Update the Coaching Ireland Database in line with agreement with Coaching Ireland • Creation of candidate profiles on Swim Training and Education Platform (STEP) • Any other duties required in relation to effective and efficient running of Swim Ireland Courses <p>Marketing</p> <ul style="list-style-type: none"> • Assist in the marketing of Swim Ireland Education at local and national events • Utilise Social Media and email to advertise upcoming Swim Ireland courses <p>Other Duties</p> <ul style="list-style-type: none"> • Receive, process, package and distribute Swim Ireland online orders for courses • Order resources when stock requires • Respond to queries, calls and emails received by the Education Department • Produce monthly report detailing course statistics
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Selection Criteria including qualifications, knowledge and experience, and skills and attributes	Essential	Desirable
Qualifications		
Relevant educational qualifications in office administration or experience in office administration	✓	
Knowledge and Experience		

Previous experience in office administration		✓
Experience of working as part of a team	✓	
Basic financial record keeping		✓
Experience in dealing with community and voluntary organisations		✓
Skills and attributes		
Strong interpersonal skills including the ability to liaise with a range of personnel	✓	
Comprehensive literacy, numeric and IT skills (Microsoft Excel, Word, PowerPoint,	✓	
Experience of Database Management System or Content Management System		✓
Excellent initiative and organisational skills	✓	
Capable of working independently, and having responsibility as an individual	✓	
Ability to report effectively	✓	
Attention to detail	✓	
Other		
Ability to communicate effectively in English	✓	