

Job Description-Business Services Manager, Ireland Active (Maternity Cover), 25-40 hours/week

Ireland Active is seeking to appoint a Business Services Manager for a maternity cover.

Ireland Active is the representative body for Ireland's leisure, health and fitness industry.

This is a key appointment for the organisation. Membership is currently comprised of over 200 different organisations. The vision of Ireland Active is to provide an effective voice for the sector.

The Business Services Manager will be responsible for assisting the Chief Executive Officer in the development and delivery of value services for Ireland Active's members in addition to revenue generation opportunities for the organisation.

Key Responsibilities for this role include:

- Support the CEO in the delivery of the Strategic/Operational plan.
- Administration of the National Quality Standards (White Flag) programme together with the on-going development and promotion of the scheme
- Manage the administration and growth of member services
- Manage the development of Ireland Active's business partnerships and identify new revenue streams
- Assist with research on funding available to support and grant writing where relevant
- Plan and manage the delivery of Ireland Active events such as the Annual Convention and National Quality Standards Awards
- Manage membership enquiries and applications
- Manage the record of assistance provided to Ireland Active members
- Manage all day to day operations of the office of Ireland Active
- Represent Ireland Active at events and on committees as appropriate
- Develop and adhere to the budget and undertake any other assignments as may reasonably be requested by the Chief Executive Officer

Skill Requirements

The applicant should possess:

1. A third level qualification in a relevant sector
2. A natural networker, who thrives on building strong relationships
3. Strong presentation skills, alongside written and verbal skills
4. Administrative and organisational skills
5. An understanding of the sports, leisure and fitness environment is desirable
6. An ability to understand and explain administrative processes and principles to third parties

Experience of having worked within a sporting or leisure organisation is desirable

To apply or register your interest for this role, please send your CV together with a formal letter of application outlining your suitability and match to the requirements, to the Chief Executive Officer, Conn McCluskey via email at ceo@irelandactive.ie no later than Monday 5th February. Interviews are intended to take place the week of 12th February with the role intended to begin at the start of April 2018.



The Leisure
Health and
Fitness
Association

Please also outline your current notice period and remuneration. You should also supply two referees and confirm you are happy for us to contact them. Remuneration will be dependent on qualifications and experience. All applications will be treated in strictest confidence.

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 may be amended in the light of the changing environment within the industry and organisation.