

Teilgín agus Amais Éireann
Pitch and Putt Ireland

IRISH SPORT HQ • NATIONAL SPORTS CAMPUS • BLANCHARDSTOWN • DUBLIN 15 • D15 DY62
Telephone: 01 - 6251110

Website address: www.irishpitchandputt.ie

E-mail address: office@ppui.ie

**Office Assistant
Pitch & Putt Ireland**

Pitch & Putt Ireland is the National Governing (NGB) for the sport of Pitch & Putt in Ireland and is officially recognised as such by Sport Ireland. It is made up of a National Executive Council who are elected at Convention.

We have 93 affiliated clubs with some 8,200 members in 18 counties. We organise championships and competitions at National and Provincial level with each County Board organising Championships in their respective areas.

We are a founding member of FIPPA (Federation of International Pitch & Putt Associations) and are seen as the mother organisation of World Pitch & Putt.

We are now in a position to employ an Office Assistant on a Part Time basis to aid us in running the organisation.

THE POSITION

As Office Assistant, you will have General Office duties and will help our CEO and National Executive Council in overseeing the day-to-day management of Pitch & Putt Ireland. You will be accountable to both the CEO and the National Executive Council.

In the role, you will be expected to understand member's needs, while having the ability to contribute to a complex portfolio of organisational responsibilities, prepare stakeholder communications, and implement some financial/governance controls.

To be considered for this role you will need to have excellent organisational skills, good computer and communication skills, a capacity to multitask and demonstrate excellent time management capability.

How to Apply

Interested candidates should send their curriculum vitae and letter of application to our General Secretary at office@ppui.ie no later than **Friday 9th June 2023**