



Teilgin agus Amais Éireann

# Pitch and Putt Ireland

IRISH SPORT HQ • SPORT IRELAND CAMPUS • BLANCHARDSTOWN • DUBLIN 15 • D15 DY62

Telephone: 01 - 6251110

Website address: [www.irishpitchandputt.ie](http://www.irishpitchandputt.ie) E-mail address: [office@pitchandputtireland.ie](mailto:office@pitchandputtireland.ie)

## Pitch and Putt Ireland Administrator Position

### Sports Administrator

#### Job Description

<b>Job Title:</b>	<b>Pitch and Putt Ireland Sports Administrator</b>
<b>Responsible to:</b>	<b>Pitch and Putt Ireland CEO</b>
<b>Contract Duration:</b>	<b>Fixed Term (12 Months)</b>
<b>Responsible for:</b>	<b>Office Administration</b>
<b>Hours of work:</b>	<b>19 hours per week</b>
<b>Salary:</b>	<b>Negotiable DOE</b>
<b>Location:</b>	<b>Dublin</b>

#### **Background:**

Pitch and Putt Ireland is the National Governing Body for the sport of Pitch and Putt in Ireland with approximately 8500 members in over 90 clubs around the country. A vacancy exists for a talented and ambitious individual to join our office staff.

#### **Duties will include:**

- Adherence to Pitch and Putt Ireland policies, procedures, and rules.
- Management of all incoming correspondence.
- Providing a professional Member's Support Service via phone and email.
- Administrating the annual Members Registration Renewal process.
- Content maintenance of Pitch and Putt Ireland Website and e-zines
- Assistance with Accounting Duties
- Coordination of booking of facilities
- To provide assistance to the Pitch and Putt Ireland Staff in the delivery of the Pitch and Putt Ireland Strategy and the High-Performance Strategy.
- Assisting with other Ad hoc projects.

Candidates should note that this list does not represent an exhaustive list and is subject to change as the job requires.

This position will require some weekend availability.

**Person specification:**

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Qualification &amp; Attainments</b>	Higher level Leaving Certificate including English or Maths (or equivalent qualification)  Computer literate and competent in the use of Microsoft Office including Word and Excel.  Fluent in the English Language	Third level qualification  Formal IT training.  Experience of Content Management Systems
<b>Relevant Experience</b>	At least 3 years experience in a similar role  Experience in managing a website or database system.	5 years' experience in a similar role  Experience of working with volunteers.  Knowledge of Pitch and Putt in Ireland
<b>Special Aptitudes</b>	Excellent literary and communication skills with the ability to produce clear, concise reports.  Proficient IT skills particularly regarding database management Proven record of working to a deadline.  Excellent organisational skills.	Previous experience in a logistical or IT administration role
<b>General Aptitudes</b>	Must be able to act on personal initiative and take decisions within policy.	
<b>Disposition</b>	Good Interpersonal skills and ability to work as part of a team.  Ability to be self-motivated, resourceful, work on own initiative in a flexible and co-operative manner.	Proven record of working in a client service role.

<b>Circumstances</b>	<p>Ability to work out of normal office hours.</p> <p>Be prepared to undertake training in any relevant job related area.</p> <p>Full clean driving license.</p>	
----------------------	--	--

**General information:**

Application closing date: **14<sup>th</sup> June 2024**

Short listing will apply as does Garda/Access NI vetting procedures.

Interested persons are invited to submit their CV along with a covering letter outlining why they believe they are suitable for the post to Dwyne Hill, Pitch and Putt Ireland, to the following email address: [ceo@pitchandputtireland.ie](mailto:ceo@pitchandputtireland.ie)

Pitch and Putt Ireland is an equal opportunities employer.