



Single Platform Administrative Officer

Irish Squash is the National Governing Body (NGB) for squash on the island of Ireland. We are an active member of the Federation of Irish Sport which is the representative organisation for sporting NGB and Local Sport Partnerships (LSP). Irish Squash has just launched its five-year Strategic Plan 2022-2027, and as part of its mission to continue the growth of the sport in Ireland Irish Squash is now seeking applications for the position of Single Platform Administrative Officer.

- Location:** Based at Irish Squash, National Sports Campus, Blanchardstown D15.
Flexibility: Can be a hybrid arrangement working from office and/or home.
Duration: Six months Fixed Term Contract (full time).
Salary: €15,000 – Fifteen thousand Euro.

The Position:

Irish Squash has recently implemented a Single Platform that manages many aspects of the game of Squash in Ireland. Please see the Irish Squash brochure ([Link](#)) and Website ([Link](#)) to give you an understanding of what the platform offers.

The purpose of the Single Platform Administrative Officer (SPO) is to:

- Promote the benefits of the Platform to all Clubs and Players in Ireland
- On-board clubs and process affiliated players on the “national player register”
- Help extend the use of the system functions in all active clubs

Working with the Single Platform Service Manager, the Chief Operating Officer and members of SportyHQ the SPO will be expected to increase the adoption of the platform and process affiliated members.

KEY RESPONSIBILITIES:

- Acquire an extensive knowledge of the SportyHQ system and its supporting processes.
- Engage and meet Club administrators to outline the benefits of the Single Platform
- Understand and explain associated Agreements and Standards
- Maintain a register of Clubs and track the progress and use of the platform.
- Promote a network of users, platform best practice & help create single platform “case studies”
- Assist clubs to sign up and on-board to the Platform.
- Work with SportyHQ to enable clubs implement the new system in the Club.
- Help the club administrators reconcile their membership lists with the national register.
- Advise clubs on Irish Squash policies and procedures including Child Protection & Data Security as it relates to the Single Platform.
- Explain and Process Irish Squash Affiliation and Membership.
- Process Irish Squash Affiliation membership.
- Present regular progress reports to the Service Manager to support Irish Squash Board updates.
- Carry out any other relevant duties that may be assigned from time to time.

THE PERSON:

The successful candidate will have the followings:



Single Platform Administrative Officer

- At least a minimum of 2 years relevant experience working in a commercial or voluntary sports organisation.
- Is interested in and has the ability to quickly learn new IT systems
- Experience in the use of sports administration/membership system in a sports club environment
- Strong organizational and administrative skills, with good attention to detail
- Excellent communication skills, both written and verbal.
- Comfortable working alone (self-starter) and with others
- Strong listening & influencing skills.
- Pleasant & friendly manner, team worker with ability to work on own initiative.

DESIRABLE:

- Sports Management Qualification
- Exposure to cloud based Customer Relationship and/or Sports Management Systems
- Experience of working as a volunteer in a Sports Club or Voluntary Organisation.
- An appreciation of the sport of Squash, its rules and structures
- Has used Social Media to promote events or organisation.

REQUIRED

- Minimum of 2 years administrative experience
- Proficiency in Google Workspace and/or Microsoft Office

Closing date for receipt of Applications is close of business on: Friday the 30th September 2022. Send application and CV to info@irishsquash.com

Irish Squash is an equal opportunity employer