

JOB TITLE	High Performance Administrator	
LOCATION	Sport Ireland Campus, SII Building, Abbottstown, Dublin. The role is primarily based at the Sport Ireland Campus. The postholder may be required to travel and attend other locations, training camps, competitions and events in accordance with operational requirements.	
SALARY	Boxing Ireland Salary Band: Level 2 ROI Salary Range: €28,500-€35,000	
RESPONSIBLE TO	National Performance Programme Coordinator	
KEY ATTRIBUTES	ESSENTIAL	DESIRABLE
Educational and Professional Qualifications	<ul style="list-style-type: none"> at least 3 years' full-time experience (or part-time equivalent) in an administrative, operational, logistics, coordination or programme-support role. 	<ul style="list-style-type: none"> An additional relevant qualification in administration, business, sports management, event management, logistics or project support.
Previous Experience	<ul style="list-style-type: none"> Providing administrative and operational support in a busy working environment. Organising and coordinating multiple tasks, deadlines and priorities. Maintaining accurate records, databases, trackers or digital-administration systems. Organising travel, accommodation, events, meetings, programmes or related logistical arrangements. Preparing, checking and processing documentation accurately and within required deadlines. Communicating effectively with internal and external stakeholders. Handling confidential or sensitive information appropriately. Working independently while contributing effectively as part of a wider team. Identifying operational issues, solving problems and escalating matters appropriately. 	<ul style="list-style-type: none"> Working in sports administration, High Performance sport, event operations or team logistics. Coordinating travel and accommodation arrangements for teams, groups or events. Supporting international travel arrangements or competition-entry processes. Working with athletes, coaches, team managers, support staff or practitioners. Maintaining passport details, travel documentation or other time-sensitive records. Supporting medical administration, appointment scheduling or confidential documentation. Raising purchase orders, supporting purchasing processes or maintaining expenditure-related records. Maintaining stock-control systems or managing equipment and operational supplies. Working within an NGB, sports organisation, public body or funded-programme environment. Knowledge or experience of boxing or High Performance sport. combat sports experience or experience of Boxing Ireland's HP Programme
Knowledge and Understanding	<ul style="list-style-type: none"> Effective administration and operational coordination. The importance of accurate record keeping and meeting deadlines. Good practice in handling confidential, personal and sensitive information. Data-protection responsibilities in an administrative environment. Effective planning, prioritisation and workload management. The importance of clear and professional communication with internal and external stakeholders. The importance of accurate financial and purchasing administration. 	<ul style="list-style-type: none"> High Performance sport environments. The operational requirements associated with national squads, training camps and international competitions. Travel, accommodation and event-logistics processes. International competition-entry processes or sports-federation administration. Athlete-support services, medical administration or practitioner coordination. NGB structures or the Irish sporting landscape. Boxing Ireland's High Performance Programme.
Skills and Aptitudes	<ul style="list-style-type: none"> Excellent organisational and administrative skills. Strong attention to detail and a commitment to accuracy. Ability to plan, prioritise and manage multiple tasks and deadlines. Ability to work effectively in a fast-paced environment where requirements may change at short notice. Excellent oral and written communication skills. Ability to communicate clearly and professionally with athletes, coaches, staff and external stakeholders. Ability to maintain accurate databases, schedules, trackers and records. Ability to prepare and process documentation accurately and within required timescales. Ability to handle confidential and sensitive information appropriately. 	<ul style="list-style-type: none"> Ability to coordinate travel, accommodation and logistical arrangements efficiently. Ability to support international competition entries and time-sensitive documentation. Ability to support purchase-order processes, stock control and operational-resource administration. Ability to develop practical trackers, templates and administrative processes that improve programme delivery. Ability to build constructive working relationships with athletes, coaches, staff, practitioners, suppliers and external partners.

	<ul style="list-style-type: none"> • Ability to work independently, use initiative and make sound administrative decisions within the scope of the role. • Ability to identify issues, solve problems and escalate risks or delays appropriately. • Ability to work collaboratively as part of a multidisciplinary team. • Strong competence in Microsoft Office, including Word, Excel, Outlook and PowerPoint. • Ability to learn and use administration systems, databases and digital-reporting tools. • Ability to remain calm, professional and solutions-focused under pressure. 	
<p>Other Requirements</p>	<ul style="list-style-type: none"> • Able to work additional hours where required, including evenings, weekends and at short notice. • Able to travel and attend training camps, competitions, meetings and other programme activities as required. • Able to work primarily from the Sport Ireland Campus, SII Building, Abbottstown, Dublin. • Access to a form of transport may be required for travel undertaken on Boxing Ireland / Irish Athletic Boxing Association business.* • Willingness to undertake Garda vetting and complete relevant safeguarding or internal training. • Commitment to complying with Boxing Ireland policies and procedures, including safeguarding, equality, data protection, conduct, integrity, finance and governance requirements. • Commitment to maintaining appropriate confidentiality when handling personal, medical, travel and operational information. 	

* Access to transport means access to a vehicle suitably insured for work purposes, unless the individual is unable to drive due to a disability. Reasonable adjustments will be considered where required.

SHORTLISTING NOTE

Only applicants who clearly demonstrate the essential criteria will progress to the next stage of the recruitment and selection process. Boxing Ireland reserves the right to enhance the shortlisting criteria and/or apply the desirable criteria where required. Criteria may be assessed through the application form or CV, cover letter, interview, presentation, test or any other selection method deemed appropriate by Boxing Ireland.