



## Age & Opportunity Active Programme

### FitLine Administrator

#### Job Description

<b>Position:</b>	Part-time, 20 hours per week, over five mornings Monday to Friday
<b>Contract:</b>	From commencement of contract to 31 <sup>st</sup> August 2023 - Specified Purpose Contract
<b>Salary:</b>	€25,000 per annum, pro rata
<b>Reporting to:</b>	Active Programme FitLine Coordinator
<b>Location:</b>	Remotely (with occasional attendance required in Dublin office).

#### Main Tasks and Responsibilities

- To provide administrative support for the FitLine initiative and for the FitLine Coordinator;
- To provide administrative support for meetings relating to FitLine;
- To provide administrative support for the recruitment of mentors and participants where required;
- To oversee and maintain the FitLine database on the CRM system;
- To generate reports from CRM system as required;
- To monitor and record requests for information regarding the FitLine initiative;

- Be familiar with and provide information on FitLine and other Age & Opportunity programmes and initiatives;
- To provide administrative support for the training of FitLine mentors;
- To attend any relevant training;
- To monitor and respond to the FitLine Freephone number;
- To follow up enquiries and requests about FitLine;
- To register new participants and maintain a database of all participants;
- To maintain a database of all mentors;
- To provide administrative support for FitLine mentor meetings/training sessions;
- To liaise with mentors in advance of weekly phone calls;
- To send weekly reminder texts to mentors;
- To provide administrative support in relation to promotional materials for FitLine;
- To generate and maintain the FitLine mentor rota and liaise with mentors re same;
- To provide administrative support for other aspects of the Active programme as required.

### **Other Responsibilities:**

- Ensure adherence to legislation, regulations and defined quality standards on all initiatives undertaken.
- Follow the policies and procedures outlined in Age & Opportunity's Employee Handbook, Policies and Procedures Manual, Internal Financial Controls and Procedures and Safety Statement.
- Commit to the purpose of Age & Opportunity, and work within the values of the organisation.
- Participate in regular supervision with your line manager.
- Actively participate in full team meetings.
- Show reasonable flexibility in relation to hours of attendance to meet the needs of the work.
- Have a flexible approach to the work in response to organisational change, development and review of best practice.

- Take responsibility for operational and office administration issues such as office logistics, filing, file management and archiving data.
- Provide back-up for general organisational administrative duties, including phone answering/door answering and post on the request of the Office Manager.
- Provide hospitality for visitors as requested.
- Participate in and engage with a performance management programme.
- Identify training needs with your line manager and participate in training opportunities appropriate to the role.
- Contribute as an active member of the team, to the development and support of other initiatives within the organisation.
- Promote and represent Age & Opportunity on committees and at events as requested.
- Operate within agreed budgets seeking authorisation for expenditure and be accountable for such expenditure authorised and ensure the appropriate coding of expenses.
- Provide written reports as per deadlines requested.
- Undertake any other tasks as will from time to time be requested.

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