



## **Cycling Ireland Seeks Membership & Events Administrator**

Cycling Ireland (CI) is the National Governing Body for cycling across the island of Ireland. Cycling is recognised as a priority sport within the National Sports Policy and is one of Ireland's most popular sporting activities. Cycling Ireland has a membership of 25,000 people, sanctions 1000 events and manages over 200,000 event entries.

Cycling Ireland is seeking to recruit a full-time **Membership & Events Administrator** to assist in delivering a high quality of service to our members, event promoters and club network.

### **The Role**

The Membership & Events Administrator is a front-line customer service role. The role will be the first point of contact for members, volunteers and event promoters and all general communication to the organisation.

This role includes a high level of interaction with the cycling community and will play a key role in Cycling Ireland being supportive member focused organisation.

### **Responsibilities will include:**

#### **Specific Duties**

- Act as the first point of contact for members, clubs and general queries via phone and email
- Assisting members with renewal and licencing queries
- Support club officials in using the membership and events system
- Assist in the annual club affiliation process
- Support event organisers with online event registration setup and administration
- Assist with the preparation and issuing of licence cards /race numbers
- Contribute to the development of Cycling Ireland's membership offering
- Develop an understanding of CI Technical Rules and be able to assist members and event organisers in the interpretation and implementation of rules

#### **Knowledge & Experience**

- Experience in a similar membership/events administration role/s desirable
- A recognised appropriate third level qualification is desirable
- Excellent IT skills and an understanding of IT systems particularly membership or event systems would be beneficial
- Excellent written and verbal communication skills
- High standard of attention to detail
- An ability to use own initiative and, work as part of a team
- Be eligible to work in Ireland on a full-time basis



### **Remuneration and Location**

Remuneration will be dependent on experience and skills relevant to this job description. The post is full-time at 39 hours per week (9am-5:30pm) with standard probation period. The post is Dublin based (Sport Ireland Campus) with travel as appropriate.

The successful candidate will enjoy excellent company benefits including:

- Group Pension contribution
- Free Membership of Cycling Ireland
- EAP Programme
- Free parking
- 25 days holiday (not including Bank Holiday's)

### **How to apply**

When applying by email, please provide a letter of introduction detailing your skills and experience relevant to the role and your Curriculum Vitae outlining your skills and work experience not later than 13<sup>th</sup> March 2022 to [Exec@cyclingireland.ie](mailto:Exec@cyclingireland.ie).

Appointment will be made subject to satisfactory:

- Garda Vetting
- Access NI Vetting
- Reference Checking Procedures

*Cycling Ireland is an equal opportunity employer, celebrating diversity and championing inclusivity. If you require any reasonable accommodations to assist you in participating in the employee selection process, please simply let us know. We heartily encourage all interested parties to apply.*