



*The Voice of Irish Sport*

**Business Services Manager role advert  
Federation of Irish Sport**

The Federation of Irish Sport is seeking to appoint a dynamic and enthusiastic Business Services Manager. The Federation is the representative body for Ireland’s National Governing Bodies of Sport and Local Sports Partnerships. This is a key appointment for the Federation and will suit someone who is highly motivated and ambitious. Membership of the Federation is currently comprised of 103 different sporting organisations. The vision of the Federation is to provide a dynamic and effective voice for Irish Sport promoting the value of sport to Ireland while providing outstanding representation and services to members. There is considerable scope within this role to lead in the development of relationships with partners and members.

If you would like to apply for the role, please send a copy of your CV outlining your qualifications and experience, and a covering letter outlining your suitability and match to the requirements for the role along with the names of two referees. Please note; references will not be checked without permission.

**Please submit your application electronically to:**  
Mary O’ Connor, CEO, Federation of Irish Sport, [mary.oconnor@irishsport.ie](mailto:mary.oconnor@irishsport.ie)

- Closing date:** Applications to be received no later than 12 noon on Friday 28 September 2018
- Interviews:** Interviews for shortlisted candidates will take place on Friday 5 October 2018 in Sport HQ
- Salary:** Remuneration will be dependent on qualifications and experience
- Contract Type:** Three Years’ fixed-term full-time and a six months’ probationary period
- Base Location:** Federation of Irish Sport Head Office, Irish Sport HQ, National Sports Campus, Blanchardstown, Dublin 15
- Driving Licence/Car:** Due to travel involved a clean current full driving licence and own car is essential.
- Vetting:** Garda Vetting will also apply

*Federation of Irish Sport is an equal opportunities employer and all applications will be treated in strictest confidence.*

<b>Role</b>	The <b>Business Services Manager</b> will work directly with the Chief Executive Officer in the development and delivery of value services for the Federation’s members in addition to revenue generation opportunities for the Federation.
<b>Reporting to</b>	The Business Services Manager will report directly to the Chief Executive Officer
<b>Responsibilities</b>	<p><b>Key responsibilities for the Business Services Manager will include:</b></p> <ul style="list-style-type: none"> <li>• <b>Support the CEO in the delivery of the Federation Strategic/Operational plan.</b></li> </ul>

	<ul style="list-style-type: none"> <li>• <b>Administration of Just Sport Ireland (JSI) cases together with the on-going development of JSI and servicing of the JSI Board</b></li> <li>• <b>Manage the development of the Federation’s business partnerships and identify new revenue streams</b></li> <li>• <b>Plan and manage the delivery of Federation events such as the Annual Conference, Sport Industry Awards and Volunteer in Sport Awards</b></li> <li>• <b>Lead on the management of relationships with member organisations and the provision of services</b></li> <li>• <b>Be responsible for all day to day operations of the office of the Federation</b></li> <li>• <b>Represent the Federation at events and on committees and working groups</b></li> <li>• <b>Lead the roll out of the annual Sport Matters campaign</b></li> <li>• <b>Ensure that projects are delivered on time and within budget</b></li> <li>• <b>Undertake any other assignments as may reasonably be requested by the Chief Executive Officer</b></li> </ul>
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Selection Criteria including qualifications, knowledge and experience, and skills and attributes	Essential	Desirable
<b>Qualifications</b>		
Educated to Degree level with at least three years of relevant experience or at least eight years relevant industry experience	✓	
<b>Knowledge and Experience</b>		
Previous experience of working within an office environment	✓	
Proven track record of delivering revenue growth in a business environment	✓	
Previous experience in a managerial position	✓	
Experience of managing multiple projects at once	✓	
Experience of delivering projects on time and within budget	✓	
Experience of working as part of a team	✓	
Proven track record in a hands on operational role	✓	
Experience in a sport and recreation environment		✓
Experienced networker		✓
<b>Skills and attributes</b>		
Strong interpersonal skills including the ability to liaise with a range of personnel and build relationships	✓	
Comprehensive presentation, literacy, numeric and IT skills (Microsoft Excel, Word, PowerPoint, Database)	✓	
Excellent initiative and organisational skills	✓	
Strong business acumen	✓	
Capable of working independently, and having responsibility as an individual	✓	
Ability to report effectively	✓	
<b>Other</b>		
Ability to communicate effectively in English	✓	
Willingness to work unsocial hours	✓	