



*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)**

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

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