

Role	The Business Services Manager 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.	
Reporting to	The Business Services Manager will report directly to the Chief Executive Officer	
Responsibilities	<p>Key responsibilities for the Business Services Manager will include:</p> <ul style="list-style-type: none"> • Support the CEO in the delivery of the Federation Strategic/Operational plan. • Administration of Just Sport Ireland (JSI) cases together with the on-going development of JSI and servicing of the JSI Board • Manage the development of the Federation's business partnerships and identify new revenue streams • Plan and manage the delivery of Federation events such as the Annual Conference, Sport Industry Awards and Volunteer in Sport Awards • Lead on the management of relationships with member organisations and the provision of services • Be responsible for all day to day operations of the office of the Federation • Represent the Federation at events and on committees and working groups • Lead the roll out of the annual Sport Matters campaign • Ensure that projects are delivered on time and within budget • Undertake any other assignments as may reasonably be requested by the Chief Executive Officer 	
Selection Criteria including qualifications, knowledge and experience, and skills and attributes	Essential	Desirable
Qualifications		
Educated to Degree level with at least three years of relevant experience or at least eight years relevant industry experience	✓	
Knowledge and Experience		
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		✓
Skills and attributes		
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	✓	
Other		
Ability to communicate effectively in English	✓	
Willingness to work unsocial hours	✓	