



SOUTH KERRY DEVELOPMENT
PARTNERSHIP CLG.



South Kerry Development Partnership CLG
Wishes to invite applications for the post of
SOUTH KERRY SKILLNET – NETWORK ADMINISTRATOR

The South Kerry Skillnet Network Administrator will administrate the timely and efficient delivery of South Kerry Skillnet Training programmes and manage social media activities.

Essential Functions:

- Be the first point of contact for all queries relating to the network and its programmes.
- Maintenance of Skillnet data, booking, scheduling and confirming all training with training providers.
- Ensure the Skillnet online activity management system is updated and maintained with relevant information at all times.
- Ensuring that the South Kerry Skillnet social media presence & website is maintained and regularly updated
- Support the organising of events in relation to South Kerry Skillnet
- Assist in creating and implementing social media marketing strategies and tactics and create a promotion strategy.
- Support the sales and marketing of all South Kerry Skillnet programmes as required.

Qualifications, Skills and Abilities

- The ideal candidate will be highly motivated, flexible & organised with the ability to meet deadlines, be able to work on their own initiative and as part of a team, have excellent communication skills.
- Previous administration experience is essential
- Excellent time management skills and the ability to meet reporting deadlines
- Knowledgeable about training & development, social media & website maintenance.
- Be proficient in the use of Microsoft Excel, Word, Power-point & Outlook.
- Be proficient in the use of social media such as Facebook, Instagram, Twitter, Canva, & Wordpress

This position is part time – 30 hours per week and will be offered on a fixed contract basis to December 31st 2020. The salary is €19,516 Per Annum. The Network Administrator will be based at the South Kerry Development Partnership CLG Office at Library Place, Killorglin, Co Kerry.

A full job description is available by contacting Marie Garvey on 066-9472724 or emailing Marie Garvey at mariegarvey@southkerryiles.ie. Please send your Curriculum Vitae with a cover letter outlining your suitability for the position in strict confidence, and **not later than 5.00 p.m. on March 27th 2020** to:

Mr. Noel Spillane, Chief Executive Officer.
South Kerry Development Partnership CLG,
West Main Street, Cahersiveen, Co Kerry.

Tel: 066-9472724 Fax: 066-9472725 Email: info@skdp.net

South Kerry Development Partnership CLGL is an equal opportunities employer.

The South Kerry Skillnet is co-funded by Skillnet Ireland and member companies. Skillnet Ireland is funded from the National Training Fund through the Department of Education & Skills.