



**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:**

- Plan and develop our social media campaign as well as implement the campaign across online and off line channels. Write new marketing material and website content as our website needs to be updated
- Co-ordinate digital and print campaigns concentrating on the EAP programmes
- Manage our database and ensure it is up to date
- Write copy for all marketing material and oversee design & Create video content to promote our services
- Prepare and distribute press releases and manage PR activities & analyse results campaigns
- 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. Support the organising of events in relation to South Kerry Skillnet

**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 and marketing experience is essential, Excellent time management skills and the ability to meet reporting deadlines
- Be Knowledgeable about training & development, social media & website maintenance
- Be proficient in the use of Microsoft Excel, Word, and Power-point & Outlook, Be proficient in the use of social media such as Facebook, Instagram, Twitter, Canva, & Wordpress as well as writing copy for marketing collateral

This position is part time – 30 hours per week and will be offered on a fixed contract basis for 6 Months. 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 [Info@skdp.net](mailto:Info@skdp.net)  
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 October 23<sup>rd</sup> 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](mailto:info@skdp.net)

**South Kerry Development Partnership CLG 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.