



## **South Kerry Development Partnership CLG**

### **Job Description**

#### **South Kerry Skillnet Network Administrator – Fixed Term Contract 12 Months**

An opportunity has arisen for an administrator to join our Kerry based team as Network Administrator for South Kerry Skillnet. The role involves co-ordinating and supporting the activities required for the day to day running of operations in the Network. You will join a progressive, people centric environment and will be actively supported in your own career development and training.

The position is being offered initially for a 12 -month period ending on December the 31st 2022.

South Kerry Skillnet is a local training network with members from all business sectors across South Kerry. South Kerry Skillnet is funded by member companies and is funded by the National Training Fund through the Department of Education and Skills. South Kerry Development Partnership CLG, having its registered office at West Main Street, Cahersiveen, Co Kerry, is the contracting organisation for South Kerry Skillnet.

Reporting to the South Kerry Skillnet Network Manager, the successful candidate will support the Manager in all aspects of the running of the Network. The position will require a person with initiative and a commitment to providing excellent client service, strong computer skills and attention to detail is important. The candidate must have excellent communication skills both written and verbal and the ability to meet and engage with members and stakeholders.

The role is to administrate the timely and efficient delivery of South Kerry Skillnet Training programmes.

#### ***Job Description***

- i. **Character** - candidates must be of good character.
- ii. **Education, Training, Experience, etc.**

As a Network Administrator you will be the first contact for all queries relating to the network and its programmes therefore you will:

- ❑ Be a highly motivated, positive individual with the ability to learn quickly.
- ❑ Good administration skills with attention to detail an essential requirement.
- ❑ Ability to organise and manage own work
- ❑ Proficient in using Word, PowerPoint and Excel and social media platforms
- ❑ Flexible and adaptable with an ability to learn and master new systems
- ❑ Excellent interpersonal skills including ability to work well in a team support role.
- ❑ The role will require a flexible approach to working, and a willingness to travel to member sites across Kerry and to various related events.
- ❑ A full, clean drivers' license and own transport is essential
- ❑ have the ability to take direction, work on your own initiative and as part of a small team.
- ❑ Highly organised with the ability to meet deadlines and work under pressure.
- ❑ Maintain an open, friendly and approachable manner when dealing with company members, jobseekers and members of the public, continually strive to meet the needs of all our network members.
- ❑ Be proficient in the use of an accounting system.
- ❑ Have a good standard of Education

### **iii. Duties**

The Network Administrator is responsible for organising, resourcing, and managing the delivery of all concurrent South Kerry Skillnet programmes.

- ❑ Liaise with the Network Manager to achieve project aims
- ❑ Co-ordinate the day-to-day activities for the network
- ❑ Maintain detailed records of all network activities
- ❑ Ensure the ongoing updating of databases and websites and reports
- ❑ Update the Skillnet management portal with key data and metrics
- ❑ Assist in the planning and organisation of schedules and facilities for current and future programmes
- ❑ Provide support for all training activities
- ❑ Provide administrative support to the delivery of programmes and events
- ❑ Support Skillnet marketing campaigns
- ❑ Actively engage with and support members and learners
- ❑ Arrange and attend meetings and coordinate stakeholder follow up
- ❑ Support the procurement of services and maintain records
- ❑ Assist with the Network's KPI and financial reporting.
- ❑ Track costs associated with all courses: course fees, venue costs, certification. etc.
- ❑ Ensure timely management of internal and external communication.
- ❑ Update weekly spread sheets, tracking income and expenditure throughout the year.
- ❑ Prepare for and assist with Audits and related tasks including close off all Skillnet's projects pertaining to year end.
- ❑ Provide accurate and timely activity progress reports to the Network Manager.

**Post Location**

The post will be based at the South Kerry Development Partnership Office, Library Place, Killorglin Co Kerry.

**Employment Administration and Responsibility**

The payment of salary, travel & subsistence, and other matters relating to the financial administration of the post will be the responsibility of the South Kerry Development Partnership CLG.

**Reporting To**

The South Kerry Skillnet Network Administrator will report to the South Kerry Skillnet Manager.

**Particulars of Employment**

The South Kerry Skillnet Network Administrator will be employed by South Kerry Development Partnership CLG on a part time (19 Hours per Week) fixed term contract basis. The contract period will run for twelve months.

**Salary:** - The Salary scale for this position will be €12,200 - €14,475 per annum with entry point dependent on qualifications and experience.

**Travelling & Subsistence Expenses:** - Any travel undertaken by the South Kerry Skillnet Network Administrator will be paid at approved Partnership rates.

**Selection**

- i. Selection shall be by means of competition based upon interview.
- ii. A panel will be formed on the basis of such interview.
- iii. Candidates may be short-listed on the basis of relevant qualifications and experience as set out in their application. The candidates short-listed will be invited to attend for interview. South Kerry Development Partnership CLG will not be responsible for any expenses incurred by candidates in attending for interview.
- iv. The Board of South Kerry Development Partnership CLG shall require persons to whom appointments are offered to take up such appointment within a period of not more than one month.

*The South Kerry Development Partnership CLG is an equal opportunity employer.*

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.