



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.

Essential Functions:

- 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.

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.
- Have a flexible approach to working, and a willingness to travel to member sites across Kerry and to various related events.

This position is part time – 19 hours per week and will be offered on a fixed contract basis for 12 Months. The salary scale is €12,200 - €14,475. 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 December 15<sup>th</sup> 2021** 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.