



JOB DESCRIPTION

ROLE TITLE: MUNSTER BRANCH ADMINISTRATOR

TERMS & CONDITIONS

Salary:	Hourly rate in the order of €20 to €25 depending on experience (Annual salary will be pro-rata)
Hours:	Part-Time 16 to 20 hours per week (Depending on responsibilities and availability)
Reporting To:	Chairperson of the Management Committee
Location:	Primarily working from home / Laptop to be provided It may be necessary to attend events at other locations during normal working hours or at evenings
Type of Contract:	Employee of MBHI on a fixed term contract (initially for 1 year with the potential of progressing to a Permanent Contract)

ROLE SUMMARY

Reporting to the Chairperson of the Management Committee, the Administrator will be responsible for specified day-to-day activities of Munster Branch Hockey Ireland (MBHI). The role will provide administrative support to the management committee and associated standing committees of volunteers including Finance, InterPro, Coaching & Development, Munster Hockey Academy, Communications & Sponsorship, Schools, Youths, Competitions and Umpires.

In addition, MBHI is in the process of incorporation as a Company Limited by Guarantee, and as such the post-holder will be required to support the incoming Board in ensuring that all administrative aspects of the organisation comply with the requirements of the Companies Registration Office.

DUTIES AND RESPONSIBILITIES

1. General Administrative Duties

Provide general administrative support to the standing committees of the branch as required, duties including, but not limited to:

- Assist with the organizing and administrative arrangements for Events such as Awards Nights, Tournaments, Cup Finals and general Munster Hockey events held within Munster;
- Compilation of agendas and papers as required;
- Collation and distribution of minutes, reports and other documents as required;
- Keep office files, databases and archives accurate and up to date. Maintain an efficient filing system and records keeping to best practice standards;
- Update website as soon as we have new positions filled after the AGM and when the Club Entry Forms have been received;
- Oversee branch insurance policies and maintain supporting documentation.



2. Financial Transactions

Provide administrative and transactional support to the Honorary Treasurer including, but not limited to:

- Preparation of cash monies for lodgements and make lodgements;
- Preparation of floats and collation of gate receipts for all MBHI events, as required;
- Preparation of supplier invoices for payment;
- Preparation of expense claims for payment;
- Administration and collection of club fines;
- Administration and collection of affiliation fees from clubs and schools;
- Support grant applications and fundraising activities.

3. Oversight and Control of Assets

- Maintain an up-to-date register of all assets owned by the Branch including trophies, gear, coaching equipment, office equipment, software licences etc.;
- Allocate assets to whoever needs them and maintain a record of where they are being used. Organise cleaning and storage of items when they are returned as necessary.

4. School & Club Competitions

- Keep records of progress for club and school competitions and update results and league tables on website;
- Support the administration of competitions as required by the Chairpersons of the Schools and Competitions Committees

5. Administration of InterPro & Academy Activities

Provide administrative support to the Interpro & Academy programmes including, but not limited to:

- Administration of the Easy Payments Plus online payment system;
- Communication with InterPro and Academy management regarding session bookings, gear listings etc. for inclusion on Easy Payments Plus
- Monitoring and reporting of pitch bookings and player payments for sessions/gear and follow-up with InterPro and Academy management as required;
- Support session planning and preparation such as pitch bookings, umpire appointments and travel arrangements as required;
- Manage gear requirements for InterPro & Academy squads including specification, purchasing and management of stock.

6. Communications

Support the Branch PR Officer and provide administrative support for communications, public relations and promotional activities including the compilation of publications, press releases, updating the web site and social media platforms, and any other PR activities as required.

7. Support Project & Development Activity

Provide support for projects, programmes and development activities as required.

Any other duties as may be allocated from time to time in accordance with the general nature of the post. This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the relevant duties and responsibilities. The job description is subject to amendment in light of the changing needs of the organisation.