



North Tipperary Sports Partnership (NTSP) is actively recruiting a Programme / Administration Assistant for a nine month period. Salary €350(gross) per week.

The position will offer experience in all NTSP activities including participation programmes, physical activity programmes for people with a disability, training and education events, research programmes and the administration of all programmes.

We are looking for a dynamic individual with:

- Relevant third level qualification (degree level)
- Understanding of the sporting/voluntary/community sector
- Excellent interpersonal skills
- Excellent attention to detail
- Strong IT skills
- Ability to work as part of a busy team
- Ability to work on own initiative and to meet deadlines
- Car and full clean driver's licence an advantage

Please apply by sending a CV and cover letter to Elaine Cullinan, Sports Co-ordinator, North Tipperary Sports Partnership, Martyrs Road, Nenagh, Co. Tipperary. Tel: 067-43604, email: elaine@ntsp.ie, www.ntsp.ie
Closing date for applications is: Friday August 12th, 2011.