

# Clubs & Societies Administrator

## Recruitment Pack

July 2025



061-400013



[www.misu.ie](http://www.misu.ie)



[studentsunion@mic.ul.ie](mailto:studentsunion@mic.ul.ie)

# WELCOME

We are delighted that you are considering the role of Clubs & Societies Administrator with Mary I Students' Union (MISU).

MISU is the recognised representative body for the undergraduate and postgraduate students of Mary Immaculate College (MIC), Limerick and Thurles. The students of MIC are our members, and it is our role to provide support to and representation for them during their time in MIC. We help to make College life easier for them.

Our mission statement is: Giving you a voice, helping you to use it, and enriching your college experience. We give students a voice and help them to use it through our Representation, Advocacy and Leadership activities, and we enrich their college experience through the provision of Services, Clubs & Societies, Events and Facilities. MISU is independent of MIC, but we work closely with the College in the interests of our members.

This is a very exciting time to join MISU as we prepare to expand the range of opportunities available to our membership to engage with our services. This role will be fundamental in helping us achieve that by engaging the MIC student body in our vibrant and creative Clubs & Societies community.

This pack is designed to give you all the information you'll need about the role, MISU and the benefits of working with us.

# ABOUT MISU

MISU is the recognised representative body for the students of Mary Immaculate College. MISU has been a full-time professional representative for the MIC student body for more than two decades. MIC students are an integral part of the MIC community, and MISU is here to champion their voice and experience within that community. MISU works to enhance life in MIC so that students' rights are protected, their needs and entitlements are met and their time in MIC is made valuable to their education and development, as well as fulfilling and enjoyable.

Student representation is the core of what we do, with the student body represented by a team of elected student officers. In addition to representation, the provision of Student Support Services, Clubs & Societies, Information Services and Commercial Services assists MISU in the delivery of a holistic and fulfilling student experience.

Our commercial services are run through a Designated Activity Company (DAC) and provide MISU with an additional financial stream.

## WHAT WE'RE ABOUT

Our values and principles underpin what we do, how we do it and what we believe in:

 <b>OUR VALUES</b>		
<b>WELCOMING</b>	<b>EMPOWERING</b>	<b>INCLUSIVE</b>
<b>PARTICIPATIVE</b>	<b>POSITIVE</b>	<b>RELEVANT</b>
<b>SUPPORTIVE</b>		<b>STUDENT-CENTRED</b>

 <b>OUR PRINCIPLES</b>		
<b>DEMOCRATIC</b>	<b>ACCOUNTABLE</b>	<b>TRANSPARENT</b>
<b>PROFESSIONAL</b>	<b>EFFICIENT &amp; EFFECTIVE</b>	<b>PRO ACTIVE</b>
<b>FAIR &amp; EQUITABLE</b>		

# THE ROLE

## TITLE

Clubs & Societies Administrator

## CONTRACT

1 Year Fixed-Term Contract

## LOCATION

While the role will be based on the Limerick Campus, travel between the Limerick & Thurles Campuses will be required, at a minimum of once per week during the semester

## SALARY

€27,900 per annum (Clerical Officer Point 1 scale)

# RESPONSIBILITIES

## ADMINISTRATION

- Provide administrative support to the Clubs & Societies Coordinator
- Support clubs and societies in meeting preparation and record keeping; organise, attend, and minute meetings, i.e., Clubs & Societies Council Meetings
- Ensure clubs and societies' websites are up to date
- Monitor clubs and societies' membership on a weekly basis throughout the year
- Process awards/scholarship applications for clubs and societies throughout the year.
- Provide day-to-day administrative support to clubs and societies committees, and identify areas where additional training is required
- Maintain a database of photos related to clubs and societies, events and activities
- Maintain systems to record all Clubs & Societies activity: expenditure, committee attendance at Council, MICS award process, insurance cover, budget applications.
- Provide administrative support to the Clubs & Societies Coordinator in terms of Clubs & Societies training ie, in-person and online training modules
- Assist with providing administrative support to sports teams on Thurles Campus
- Keep a log of all current Clubs & Societies documentation, ensuring all are up to date

## OPERATIONS

- Operate a help desk to support Clubs & Societies recruitment during Semester 1 & Semester 2
- Coordinate clubs and societies committee elections via online membership platform
- MISU contact point for clubs and societies looking to book rooms and facilities in MIC Limerick & Thurles, and in turn liaise with the relevant personnel in MIC

## HEALTH & SAFETY

- Ensure all Clubs & Societies file relevant paperwork prior to events ie: risk assessments, health, and safety checklist
- Ensure that students who are partaking in clubs and societies events are registered with MISU in line with requirements of the MISU Personal Accident Cover

## FINANCE

- Processing of Clubs & Societies' finance requests and maintaining Clubs & Societies financial spreadsheets
- Administer budget application process, Clubs & Societies
- Maintaining and updating Clubs & Societies' accounts on SAGE accounts package, as required

# RESPONSIBILITIES

## COMMUNICATIONS

- Monitor and respond to queries in the Clubs & Societies email account
- Administer the Clubs & Societies email system to ensure each club and society has access to an official email and drive

## RISK

- Support the Clubs & Societies Coordinator in monitoring the controls mitigating against risks relating to clubs and societies

## RESEARCH

- Gather data on an annual basis from Clubs & Societies members to monitor the Clubs & Societies experience and, in consultation with the Clubs & Societies Coordinator identify any emerging trends or issues

## GENERAL

- Support the Clubs & Societies Coordinator in the delivery of department-related Strategic Plan goals, including the provision of high-quality student activity offerings
- Support the Clubs & Societies Coordinator in monitoring the controls mitigating against risk relating to clubs and societies
- Contribute to and support in the delivery of actions related to the MISU Quality Review Process and MISU Strategic Planning Process
- To contribute and assist in MISU's planning processes and the review of its performance and systems
- To attend meetings, training events and conferences where necessary
- To portray MISU in a positive, proactive and professional manner

# PERSON SPECIFICATION

Education Qualifications & training	Essential	Desirable
Relevant Degree / HE Qualification	<b>x</b>	
Commitment to continuous professional development	<b>x</b>	

Knowledge & Experience	Essential	Desirable
Minimum of 1 years experience in an administration role	<b>x</b>	
Experience in working in a fast paced environment and as part of a small well-formed team.	<b>x</b>	
Experience of working effectively on own initiative	<b>x</b>	
Experience of financial administration	<b>x</b>	
Working knowledge of GDPR	<b>x</b>	
Experience of handling confidential / sensitive information	<b>x</b>	
Previous experience in working with Microsoft Office Suite	<b>x</b>	
Previous working knowledge student led Clubs and Societies and / or of Students' Union and delivery of extra-curricular activities		<b>x</b>



# PERSON SPECIFICATION

Skills	Essential	Desirable
Excellent verbal and written communication skills	x	
Strong administration and organisation skills	x	
Ability to work as part of a team	x	
An eye for detail and the ability to suggest improvements where necessary.		x

Values & Ethics	Essential	Desirable
Commitment to working within a democratic, student-led environment	x	
Understanding and commitment to equal opportunities	x	
Commitment to and passion for the values and purpose of a Students' Union	x	



# PERSON SPECIFICATION

Other	Essential	Desirable
Proven fluency in English (verbal & written)	<b>x</b>	
Must be eligible to work in Ireland	<b>x</b>	
Must be willing to travel between the Limerick & Thurles campuses during the semester, at a minimum of once a week	<b>x</b>	

# APPLICATION PROCESS

## HOW TO APPLY

We would be delighted if you submitted an application for our Clubs & Societies Administrator role. To do so, please complete the Application Form and email it to [recruitment@misu.ie](mailto:recruitment@misu.ie) using Club & Societies Administrator in the subject line.

## NEXT STEPS

Completed application forms & CVs to [recruitment@misu.ie](mailto:recruitment@misu.ie) by 2:00pm on Friday, 1<sup>st</sup> August. Late applications will not be considered.

Applicants will be shortlisted for interviews based on their application form.

It is expected that in-person interviews will take place the week of Monday, 4<sup>th</sup> of August.

The proposed start date is Monday, 25th August.

## INFORMAL QUERIES

If you would like to have an informal chat about any aspects of the role, please contact [david.cuddihy@mic.ul.ie](mailto:david.cuddihy@mic.ul.ie).

# ABOUT MIC

Mary Immaculate College (MIC), founded in 1898, is a third-level Catholic College of Education and the Liberal Arts. MIC has close to 5,000 students participating in a multitude of academic programmes, over two campuses – Limerick and Thurles.

MIC is an ambitious university-level institution in the Catholic intellectual tradition, providing a unique learning experience within an ideal ambience for higher education participation. The College community promotes excellence in teaching, learning and research at undergraduate and postgraduate levels. It seeks to foster the intellectual, spiritual, personal and professional development of students within a supportive and challenging environment that guarantees the intellectual freedom of staff and students. The College endeavours to offer its students the means to a flourishing life through the highest quality of academic engagement within a rounded and holistic context of participation.

The College calls upon its learning community to make a difference in the broader world, bearing in mind a received obligation to galvanise efforts to foster social justice and promote equality for the most marginalised.

MIC's core values guide and underpin our actions.

They are:

- Excellence
- Catholic Intellectual Tradition
- Equality, Diversity & Inclusion
- Social Justice
- Community
- Academic Freedom
- Flourishing Life





**Mary I Students' Union,  
TARA Building,  
Mary Immaculate College,  
South Circular Rd,  
Limerick**

**Mary I Students' Union,  
Mary Immaculate College,  
St Patrick's Campus,  
Cathedral Street, Thurles,  
Co. Tipperary**



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