

## **Job Opportunity: Athletics Ireland Women in Sport Lead (WIS)**

Athletics Ireland is the National Governing Body for Athletics in Ireland. Athletics Ireland's Head Office is based at Northwood Court, Northwood Business Campus, Santry, Dublin 9. Athletics Ireland is a company limited by guarantee with approximately 38 employees. For further information, please see our website at [www.athleticsireland.ie](http://www.athleticsireland.ie).

### **Job Description**

An exciting opportunity exists to become part of the Athletics Ireland participation team as a Women in Sport Lead reporting to the Director of Participation. The Women in Sport Lead will work towards delivering on our vision to ensure that our actions, programmes, and initiatives are member-centred, and committed to the promotion and representation of female athletic endeavour.

The successful candidate will manage and implement the objectives and actions as set out in the Athletics Ireland WIS Strategic Plan. This strategic plan expresses Athletics Ireland's commitment to Women in Sport.

Since 2019, Athletics Ireland received investment from Sport Ireland to deliver agreed Women in Sport objectives as identified by Sport Ireland. This role is funded by Sport Ireland and is offered on an initial fixed term contract for 2 years.

### **The Role Responsibilities**

Assisting the Director of Participation in the following areas:

- Develop and maintain strong working relationships with key stakeholders, such as Sport Ireland to ensure alignment with the work of Sport Ireland's Women in Sport Policy.
- Develop, co-ordinate and implement projects, programmes and initiatives that align with the objectives and actions of the Athletics Ireland WIS Strategy.
- Create and promote Athletics programmes that map a clear pathway and entry points for women and girls for age, ability, and at any level.
- Develop and deliver participation-based programmes aimed at increasing participation amongst women and girls.
- Develop routes to sustained participation into Clubs, and/or alternative sustainable pathways.

- Proactively develop relationships with Clubs, Local Sport Partnerships, Schools, local community-based organisations, and groups.
- Deliver coach and volunteer education programmes to assist with the development of female leaders and role models.
- Implement a strategy for identification, recruitment, and development of women in decision making roles at all levels.
- Increase the visibility and profile of female role models in sport.
- Measure and monitor performance indicators based on the impact of projects, programmes, and initiatives.
- Maintain the WIS budget, and complete funding applications when required.

### **Competencies**

- Organised with ability to meet deadlines and manage own workload.
- Ability to work on own initiative as well as part of a team
- Capable of reporting and tracking progress of key areas of responsibility
- Be flexible and adaptable in a changing communication environment

### **Essential Requirements**

- Awareness of WIS and an understanding of the barriers and challenges faced by women and girls in sport.
- Awareness of sport and the importance of participation (in all its forms) in sport for women and girls.
- Strong project management and leadership skills
- Enthusiastic
- Eager to Learn
- Ability to multitask/work on several projects simultaneously
- Prompt and dependable
- Flexible with regards hours, TOIL system in operation for additional hours worked
- Proficient with Microsoft Office Suite, especially Excel and Publisher
- Strong written and verbal communication skills
- Highly organised with strong attention to detail
- Willingness to go the extra mile
- Understanding the importance of delivering high level service

- Be eligible to live and work in Ireland
- Full clean driving licence and access to own transport.

**Candidates with the following will have an advantage:**

- Experience in Sports Development/Health/Fitness across participation pathways.
- Experience of the community and voluntary sector and the sports and physical activity environment.
- Be available to work unsocial hours, both weekends and evenings.

**Education and Experience**

- Relevant experience in a similar role.
- Relevant degree in Sports Development, Health Fitness and Leisure Studies, Leisure Management, Health Promotion or equivalent.
- Excellent communication and administration skills.
- Excellent people skills.
- Well-developed networking skills.
- Attention to detail.
- Strong work ethic and ability to work in a dynamic environment.
- Flexible and adaptable attitude.
- Ability to work under pressure.
- Team player and ability to work on their own initiative.

**Hours of work**

Monday to Friday, 9 to 5.30pm (37.5 hours). Both evenings and weekend work may be required but a Time Off in Lieu system is in operation for any out of hours and weekend work.

**Our benefits include:**

Paid Maternity and Paternity leave

Family friendly policies

Sick pay scheme

Education assistance

Employee Assistance Programme

Bike to work scheme

Company contributory pension scheme after six months

**Remuneration and Location**

Salary: Band 2, €37,002 (min) to €50,061 (max).

Position Tenure: Six months' probation, 2 year fixed-term full-time contract.

Position Location: Athletics Ireland Head Office at 19 Northwood Court, Santry, Dublin 9.

Appointment will be made subject to satisfactory Garda Vetting and suitable reference checks.

Athletics Ireland is an Equal Opportunities Employer

**How to apply**

Applications should be emailed to the Athletics Ireland Human Resources Manager:

[kieronstout@athleticsireland.ie](mailto:kieronstout@athleticsireland.ie) with the subject line of: [ATTN: WIS Lead]

Please provide the following when submitting your application:

- Letter of introduction detailing skills and experience relevant to the selection criteria.
- Curriculum Vitae outlining your skills and work experience.

Deadline for receipt of applications: 5pm on Wednesday the 11<sup>th</sup> of October 2023.

Applicants should note that this job description is not exhaustive and is subject to change as required as appropriate.