

Athletics Ireland seeks a Coach Education Manager

Athletics Ireland is the National Governing Body for Athletics in Ireland. Athletics Ireland's Head Office is based at 19 Northwood Court, Northwood Business Campus, Santry, Dublin 9. Athletics Ireland is a company limited by guarantee with approximately 35 employees. For further information, please see our website at www.athleticsireland.ie

Athletics Ireland is seeking to recruit a fulltime Coach Education Manager to join the team within Athletics Ireland. This post will be integral to the delivery of key objectives within our Strategic plan 2021 to 2028 and will include supporting clubs and leading coach education in our sport. The successful applicant will be tasked with implementing Athletics Ireland's strategy in this area.

The Role

The role of the Coach Education Manager will primarily be to deliver a coach education programme across Athletics Ireland to be best in class. This will involve evaluation and improvement of the current programme while also expanding / developing programmes where necessary. The Coach Education Manager will lead, motivate, and support a panel of coach developers to deliver high quality and innovative courses to meet the evolving needs of our coaching community and promote excellence throughout our sport.

The Coach Education Manager will manage coaching courses for all levels of coaches, from beginner through to senior club coaching and to international level. This will require collaboration with the High-Performance Director and Director of Coaching & Development to enhance the Athletics coaching programmes and course materials, and to ensure consistency and synchronicity in both athlete and coach development pathways.

The Coach Education Manager will be responsible for the coordination and progression of all Athletics Ireland coaching courses in conjunction with Coaching Ireland.

The Coach Education Manager will report to the Director of Coaching & Development in the delivery of the education strategy as agreed by the Board of Athletics Ireland and Coaching Ireland.

Responsibilities

The Coach Education Manager will be responsible for setting and delivering a strategy to ensure that there is a sufficient number of qualified and active coaches within Athletics Ireland, appropriate to meet the needs of athletics participation at different levels, and ensure the quality, consistency, and recognition of coaches across the Athletics Ireland club network.

The Coach Education Manager will develop, promote, and supervise a coach mentoring programme for coaches as part of a coach retention initiative.

Key responsibilities will include:

- Implement and lead an Athletics Ireland Coach Education Programme that provides clear pathways for coaches at grassroots levels
- Facilitate the growth and retention of coaches at all levels
- Deliver an Athletics Ireland coach development framework which includes
 - A coaching pathway
 - A coach accreditation process recognised by Athletics Ireland
 - Standardised assessment and reporting where required
 - The ability to monitor and report on Athletics Ireland coaching outcomes and statistics
 - Development of E-learning courses
- Develop and maintain content for framework and develop material for Coach Developers (Coach Tutors) and course facilitators at each level of the coaching pathway
- Assist the panel of Coach Developers to ensure best practice administration and delivery of coaching courses
- Maintain and grow the Athletics Ireland registered coaching base
- Devise and deliver an annual programme of workshops and seminars covering relevant areas of coaching at all levels for course facilitators and coaches
- Work with the High-Performance team to identify future High-Performance coaches
- Further develop and oversee high-performance coach mentoring initiatives
- Assist the High-Performance team in organising coach professional development opportunities and workshops
- To devise and implement a coach licensing system
- Develop and support the day-to-day development of Athletics Ireland's CPD platform

- Liaise with key stakeholders in the development of Athletics Ireland's online CPD courses
- Lead the delivery of innovative e-learning practice across the organisation

Budget

- Prepare an annual budget, in conjunction with Director of Coaching & Development, and secure key stakeholder approval.
- Ensure that activity stays within its approved budget and operates in accordance with AI procedures.

Requirements for the role

- Proven experience of establishing and delivering a coaching strategy
- Understanding of Sport Ireland Coaching's coach development programme for Ireland and how this is integrated into Athletics
- Ability to set clear strategy to meet business needs, whilst fully understanding the importance of stakeholder buy-in and support to influence change
- Experience in working within a High-Performance Athletics system
- Demonstrate the ability to innovate to maximise opportunities
- Ability to influence others, with excellent team building, collaboration and partnering skills
- Accredited Athletics Ireland coaching qualification to level 3 standard
- Experience of aligning coach education courses with the National Framework of Qualifications (NFQ) would be advantageous
- A degree in sports science or similar ideally to postgraduate level
- Must be legally entitled to work in Ireland
- Full clean driving licence and own transport

The ideal candidate will have a coaching background in Athletics. Experience in education or sports development would be advantageous but not essential.

Reporting to: Director of Coaching and Development

Applicants should note that this list is not exhaustive and is subject to change as required.

Our benefits include:

Contributory pension to 5% of salary after six months
 Paid Maternity, Paternity leave
 Family friendly policies
 Sick pay scheme
 Education assistance
 Employee Assistance Programme
 Bike to work scheme

Remuneration and Location

Salary: Band 3, €44,403 (min) to €60,073 (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.

The post is fulltime at 37.5 hours per week (9-5.30pm) with a performance review after six months.

The post is Dublin based with travel as appropriate.

Applications including a cover letter and curriculum vitae should be sent by email for the attention of the Athletics Ireland Human Resources Manager to kieronstout@athleticsireland.ie Closing date for applications is 5pm on Friday the 25th of August 2023.

Athletics Ireland is an Equal Opportunities Employer.