



## **Athletics Officer Information Booklet**

Applications for the position of **Athletics Officer for the Dublin City Council Administrative area** are invited from suitably qualified persons.

### **The Job:**

The core focus of the Athletics Officer will be to work in a coordinating capacity with all relevant stakeholders to increase opportunities and sustain participation in the sport of Athletics for a diverse range of target groups in the Dublin City Council administrative area. Core objectives include:

- Delivery of athletics development programmes with a view to developing interest, linking participants to established athletics clubs/groups and developing new clubs/groups where need exists.
- Development of partnership and co-ordination between the relevant local statutory and voluntary bodies, in particular Dublin City Sport & Wellbeing Partnership and maximizing their involvement in the development of athletics in the city.
- Support clubs and groups to build capacity and capability to enable increases in the number of participants and effectively engage within the local community.
- To design and deliver targeted interventions to engage specific key target groups with established low participation rates including refugees, new communities, ethnic minorities, young people, women/girls, at-risk youth, etc.

### **The ideal candidate shall:**

- Be able to foster good working relationships with Dublin City Council internal sections/departments and external organisations/groups to increase participation in sport and physical activity for people with disabilities;
- Be able to engage with local communities to encourage inclusive participation in sports and physical activity;
- Be able to work within a team and have the ability to motivate and encourage staff, external volunteers and coaches under his/her control to achieve maximum performance;
- Possess good interpersonal skills and be able to communicate with a wide range of key stakeholders;
- Have an ability to work on his/her own initiative, in an independent environment and without constant supervision;
- Have a willingness to learn, and the aptitude to engage with, all new technology and information systems;
- Have a willingness to participate in relevant training courses in order to execute new skills.

## **Qualifications**

### **Education**

- Hold a minimum of a NFQ Level 6 qualification in a related discipline e.g. sport development and/or physical activity promotion.
- Hold valid First Aid and Child Safeguarding certificates.
- Level 1 AAI coaching qualification or equivalent
- Full clean driving licence with own transport

### **Experience**

Have a minimum of 2 years experience working in a sport or physical activity related environment including experience of:

- Facilitating and delivering sport and physical activity programmes to a variety of audiences e.g. children, young people at risk, under active adults etc.
- Monitoring and evaluating programmes and services including producing regular progress reports and statistical information.
- Local, Regional or National sport or physical activity planning.
- Working with volunteers and organisations in a support capacity.
- Managing resources i.e. budget, coaches, volunteers.
- Practical experience of analysing, developing and co-ordinating support services to clubs.

### **Skills**

- Ability to critically review performance process and outcome.
- Good negotiating skills including ability to influence others and change thought processes.
- Excellent written and verbal communication including report writing and presentation skills.
- Clarity in decision-making.
- Ability to set and meet deadlines and to prioritise work.
- Ability to work alone and as part of a team.
- Possess excellent organisational and leadership skills.
- Ability to think and plan strategically.
- Computer literate.

### **Knowledge**

- Knowledge and understanding of Athletics in Ireland, which can be demonstrated in decisions across coaching, officiating and player development within a club environment.
- Knowledge and understanding of the Long Term Player/Athlete Development model.
- Knowledge of community athletics structures, clubs etc
- A clear understanding of the needs of club volunteers.
- Knowledge of the developmental pathways for athletes.
- Knowledge of the sporting landscape within Ireland.
- Understanding of Local Sports Partnership working practices.
- Knowledge and good understanding of the National Physical Activity Plan for Ireland.
- Knowledge and understanding of Health and Safety legislation and regulations, their implications for the organisation and the employee, and their application in the workplace.

## **Personal Qualities**

- Ability to gain the confidence, respect and trust of others.
- Integrity and honesty.
- Committed, enthusiastic and motivated.
- Willingness and desire to entertain new ideas and seize opportunities.
- Willingness to accept and encourage constructive challenges.
- Flexible and adaptable to circumstances.

## **Responsibilities**

- Responsible for developing the sport of athletics across the Dublin City Council administrative area.
- Maintaining up to date records of all athletics clubs and groups within the Dublin City Council administrative area.
- Working within Dublin City Sport & Wellbeing Partnership to build partnerships to increase capacity for the implementation of athletics initiatives.
- Assist Dublin City Sport & Wellbeing Partnership in matters relating to the development of athletics in specific area as identified by Dublin City Sport & Wellbeing Partnership.
- Identify potential feeder schools for clubs, and initiate interaction with schools. Prioritise schools for an athletics development programme and as required deliver these programmes (e.g. organise a block schedule to include coaching sessions, courses as per individual school needs etc.).
- Under the leadership of Athletics Ireland deliver tasters and events.
- Have a good knowledge and understanding of supports available to clubs by Athletics Ireland and Dublin City Sport & Wellbeing Partnership.
- Work with communities and clubs so that they will benefit from programmes to develop and recognise volunteers.
- As required, facilitate seminars and workshops to increase the knowledge and expertise of volunteers.
- Facilitate projects as determined by Athletics Ireland and Dublin City Sport & Wellbeing Partnership.
- Represent Athletics Ireland and Dublin City Sport & Wellbeing Partnership at local meetings regarding the development of programmes, activities and events.
- Identifying and assisting local community initiatives, which may benefit the development of the sport.
- Identifying sources of funding available for the development of local athletics.
- Liaising with relevant media channels, Athletics Ireland and Dublin City Sport & Wellbeing Partnership to promote athletics locally.

## **Specific Programme Support & Development**

- DCSWP Couch to Parkrun /5k programmes
- DCSWP /Vhi 12 week Journey to Mini Marathon Programme
- Little Athletics
- Fit4Class

- Daily Mile
- Lord Mayors 5 Alive Challenge
- Dublin City Sport & Wellbeing Partnership Schools Cross Country Events
- Operation Transformation National Run
- Club Development Programme
- Club Support Programme
- Development of new & Innovative DCSWP /Athletics Ireland Programmes

### **Management Process**

- Submit DCSWP Quarterly Report promptly
- Attend quarterly workshops with DCSWP team
- Report to Director of Development
- Adhere to all management processes as directed

### **Remuneration & Location**

**Salary** – Band 1, €30,681 (min) to €42,468 (max)

**Position Tenure:** Full time, on a contract basis for a period of one year

**Position Location:** Holders of the post shall reside in the district in which their duties are to be performed.

### **Recruitment**

Selection shall be by means of a competition based on an interview conducted by or on behalf of Athletics Ireland.

Applicants are invited to apply by post or email. Applications should include a CV and letter of application identifying competencies you possess in line with the above, not later than **Friday**

**December 1st** to: [oliviaorourke@athleticsireland.ie](mailto:oliviaorourke@athleticsireland.ie)