



POSITION INFORMATION

NATIONAL SPRINTS COORDINATOR

ABOUT HIGH PERFORMANCE

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. The core purpose of Athletics Ireland High Performance Programme is to create a National High Performance (HP) Programme that is unique to the sport and will maximize Irish athletes' potential to succeed on the international stage. The High Performance Programme is responsible for providing leadership and management to elite athletes and coaches.

For more information visit: www.athleticsireland.ie/high-performance

ABOUT THE ROLE

Job Title: National Sprints Coordinator

Reports to: Athletics Ireland Performance Director

Purpose of Role: To drive the further development of the sprints event group in Ireland at Performance level

Details:

- The position is full time (37.5 hours each week). Generally, it is expected that 7.5 hours would be worked each day.
- The role is Dublin based, with time required to be spent at the head office of Athletics Ireland (AAI), and at Sport Ireland Institute (SII).
- The position will incorporate the need for weekend and evening work and international/national travel.
- Candidates should have a strong background in performance sprinting, and should have a thorough understanding of the sport and the event group at Development through to Performance levels.

KEY DUTIES / RESPONSIBILITIES

- Serve as a Key point of contact on the HP team for supported sprints athletes and their coaches, and the wider sprints community.
- Lead and coordinate the existing Relay Programme and the team of AAI National Sprints Squad Coaches.
- Lead and coordinate event group contact time including Training Camp opportunities.
- Monitor the performances of high performing athletes at the youth, junior, development and senior levels.
- Liaise with Performance Director and Pathway Manager to contribute to design and implementation of Athlete Development Pathway for the sprints event-group.
- Liaise with AAI HP team members, SII service providers, and AAI Development Team in the development and delivery of athlete educational curricula to support athlete development in the sprints group.
- Liaise with Performance Director and Pathway Manager in overseeing the implementation, staffing, and coordination of the Relay Programme.
- Provide technical input, where relevant and appropriate, to supported coach-athlete pairs in sprints events.
- Assist in the preparation for all Team IRL activities: camps, selection criteria and selections, team staffing.
- Actively engage in Athletics Ireland Coach Education and Professional Development programmes.
- Solicit comprehensive individualised annual performance plans from identified supported athlete-coach pairs.
- Conduct quarterly and annual performance reviews with supported athlete-coach pairs.
- Contribute to the development of AAI's performance service provision.
- Work closely with SII in creating athlete centred, coach-driven support teams across range of performance services around identified supported athlete-coach pairs.
- Work to strengthen the culture of the High Performance Programme.
- Other duties as assigned by the Performance Director.

KEY SELECTION CRITERIA

Key Attributes and Capabilities

- Hold a minimum of AAI Level 2 Coaching Certification or international equivalent.
- Thorough understanding of the sport of Athletics, and the sprints event-group in particular, at Development through to Performance levels.
- High-level written and verbal communication skills.
- Financial management skills.
- Excellent project management, time management, planning, and reporting skills.
- Detail oriented.
- Capable of displaying strong leadership in all situations.

Relationship management and communication

- An ability to communicate clearly and effectively with a wide range of people including athletes, coaches, service providers, in all situations.
- An ability to form successful relationships with Athletics Ireland's employees, volunteers, key coaches, service providers, etc.
- Excellent interpersonal skills and ability to work as part of a small team.

Personal attributes

- Ability to work under pressure and meet tight deadlines.
- Self-motivated with the ability to work independently.
- Ability to solve problems and think creatively.
- Demonstrated ability to maintain confidentiality.

This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity you will be required to work and with consultation can be amended in the light of the changing needs of the organization.

HOW TO APPLY

Deadline: 5pm on Friday July 1st 2022

Applications should be emailed to: kieronstout@athleticsireland.ie with the subject line of:
[ATTN: Sprints Coordinator Role]

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.
- Salary scale will be commensurate with skills and relevant experience.

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.
- Position Tenure: Six months' probation, 2 year fixed-term full-time contract.
- 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 Friday the 1st of July.
- Athletics Ireland is an Equal Opportunities Employer.