

## **Athletics Ireland seeks a Regional Development Officer in the West of Ireland.**

Applications for the position of Regional Development Officer for the West (Galway, Mayo, Sligo, Leitrim) are invited from suitably qualified persons. 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](http://www.athleticsireland.ie)

### **APPLICANT SPECIFICATION:**

Essential:-

- Third Level qualification
- Level 1 AAi coaching qualification or equivalent
- Knowledge of community athletics structures, clubs etc
- Possess excellent organisational and leadership skills
- Ability to work as part of a team
- Ability to think and plan strategically
- Possess good verbal and written communication skills
- Basic knowledge of Microsoft Office and basic IT skills
- Full clean driving licence with own transport

### **JOB SPECIFICATION**

*Purpose of Position:*

To assist Athletics Ireland's Development department in achieving its core objectives of:

1. Increasing participation and membership
2. Developing athletes to their full potential
3. Developing coaches to the highest standards
4. Developing clubs to their full potential
5. Assisting and supporting administrators at all levels  
and to work with the other Departments within Athletics Ireland
6. To assist international athletes to perform to the best of their ability
7. To provide appropriate competitive opportunities for all members

Reporting to Athletics Ireland Director of Coaching & Development, the successful candidate will have responsibility for the implementation of current and future development programmes, developing partnerships and coordinating between the relevant local statutory and voluntary bodies involved in the development and promotion of athletics locally, regionally and nationally including:

### **Specific Responsibilities:**

*Coach Education:*

- Planning, organising and implementing Coach Education courses nationally and regionally
- Assist in the development of courses, materials, etc as required
- Assisting in the delivery of Coach Education programmes (Tutor qualification would be desirable, but if not already qualified, a willingness to undergo Tutor training)
- AAi Coach development
- Attend and assist in organisation of regional / national seminars and educational workshops as required

- Work with event-specific coaching co-ordinators to plan and implement coaching workshops locally and regionally
- Utilise local resources for courses, events etc

#### *Athlete Development*

- Planning, organising and running Regional Squads for invited athletes and coaches
- Coaching at Regional Squads
- Assisting in the area of talent identification
- Assisting athletes/coaches to access coaching

#### *Programmes*

- Fit4Class and Transition Year programmes
- Little Athletics / Sportshall programme
- Club Development Programme
- Club Support Programme
- Other programmes as developed by Athletics Ireland

#### *Management Process*

- Report to Director of Coaching & Development
- Adhere to all management processes as directed by Director of Coaching & Development
- Supply reports and statistics on dates as outlined by Director of Coaching & Development
- Strictly adhere to procedures of AAI in relation to financial matters

#### *Promotion of Athletics*

- Work in co-operation with clubs, schools, LSPs, statutory and voluntary agencies to promote the sport of athletics
- Identify local initiatives in partnership with community agencies, clubs, etc., which may benefit the sport of athletics
- Assist in the development, organisation and hosting of national events to help promote the sport of athletics
- Identify any local and regional sources of funding available for the promotion and development of athletics
- Develop a good working relationship with local media to promote the sport of athletics on a regular basis

#### *Particulars of Office*

- (a) The post is fulltime with a performance review after six months
- (b) Holders of the post shall reside in the district in which their duties are to be performed
- (c) 37.5 hours working week

*Note this job description is not meant to be exhaustive in nature and there may be additional items required of the role not specified above.*

#### **Our benefits include:**

Contributory pension (after six months)  
Paid Maternity, Paternity leave  
Family friendly policies  
Birthday leave  
Sick pay scheme  
Education assistance  
Employee Assistance Programme  
Bike to work scheme

**Remuneration and Location**

**Salary:** Band 1, €28,489 (min) to €39,709 (max).

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

**Position Location:** Hybrid working model within location of responsibility and AAI headquarters

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

Applications including a cover letter and curriculum vitae should be sent by email with the subject line **[ATTN: RDO WEST]** for the attention of the Athletics Ireland Human Resources Manager to [kieronstout@athleticsireland.ie](mailto:kieronstout@athleticsireland.ie) Closing date for applications is 5pm on Friday the 7<sup>th</sup> of October 2022.

Athletics Ireland is an Equal Opportunities Employer.