



## POSITION INFORMATION

### HIGH PERFORMANCE: Performance Operations Manager

#### ABOUT HIGH PERFORMANCE

---

The core purpose of Athletics Ireland High Performance Programme is to create a National High-Performance Sports 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: [athleticsireland.ie/high-performance](https://athleticsireland.ie/high-performance)

#### ABOUT THE ROLE

---

Job Title: Performance Operations Manager

Reports to: High Performance Director

Salary Band: Band 2, Minimum €35,220 to Maximum €47,650.

Purpose of Role: This position will drive initiatives to support and assist the preparation of National Teams competing internationally for Athletics Ireland.

Our benefits include:

- Paid Maternity, Paternity leave
- Family friendly policies
- Sick pay scheme
- Education assistance
- Employee Assistance Programme
- Bike to work scheme

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 based in Dublin at the head office of Athletics Ireland (AAI).
- The position will incorporate the need for flexible working hours including occasional weekend work and international/national travel.
- Position Tenure: Six months' probation, 2 year fixed-term full-time contract.
- Athletics Ireland is an Equal Opportunities Employer

#### KEY DUTIES / RESPONSIBILITIES

---

##### Teams

- Arrange and finalize logistics for international teams, tours, and national squads (incl: travel, accommodations, insurance).
- Liaise with the Selectors/Team Management to circulate information to all relevant person(s) on team selections.
- Complete all preliminary and final entries for international team competitions.
- Liaise with kit supplier in Ordering and distributing all team kit.
- Liaise with Team Managers/Coaches/Support Staff to ensure team arrangements are completed.
- Maintain an up to date comprehensive written package of processes and protocols for international teams, tours, and national squads.
- Create and seek debrief paperwork from athletes and team management after all international team competitions.
- Serve as Point of contact with World Athletics, European Athletics, and other relevant organizing body for international competitions
- Serve as point of contact and administrator for all matters concerning eligibility and transfer of allegiance for competing for Ireland.

**Operations / Administration**

- Assist in the administrative needs of the High Performance Director and High Performance Programme.
- Respond to general enquiries and provide timely communication with all relevant individuals and organizations.
- Update all “Teams related” and High Performance areas of Athletics Ireland’s High Performance website.
- Maintain an up-to-date database of athletes, coaches, and support staff involved in High Performance activities.
- Maintain effective relationships with all stakeholders including athletes and coaches, HP Staff and Committee, European and World Athletics, Sport Ireland, OFI, etc.
- Provide administrative support to Athletics Ireland’s High-Performance Committee.
- Other tasks and duties as assigned by the High Performance Director.

**Media**

- Communicate to the Marketing Manager all team selections made for International competitions.
- Inform the Marketing Manager in a timely manner of any changes to selected team due to injury or availability of athletes.

**Finance**

- Assist and manage the budgetary expenditure/income for the High Performance Dept and the budget for traveling teams to international competition.
- Ensure all financial records are kept up to date.

**Anti-Doping**

- Liaise with Sport Ireland anti-doping unit on all issues surrounding doping including, drug testing, TUE’s and Registered Testing Pool.
- Liaise with World Athletics, the Athletics Integrity Unit and Sport Ireland regarding the Whereabouts Programme and compliance matters.
- Maintain athletes on the Register Testing Pool including retirements and additions.
- Ensure all Registered Testing Pool athletes remain informed regarding their obligations.
- Liaise with Performance Services to ensure all TUE’s are lodged with the appropriate agencies as required.

**KEY SELECTION CRITERIA**

---

**Management Capabilities**

- Very high-level written and verbal communication skills.
- Financial management skills.
- Excellent project, 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 in all situations.
- An ability to form successful relationships with Athletics Ireland’s employees, and sport sector organizations, athletes and coaches
- Excellent interpersonal skills and ability to work as part of a small team.

**Personal attributes**

- Ability to work under pressure and meet tight deadlines.
- An interest in and or understanding of Athletics and able to demonstrate a thorough knowledge of elite sport.
- Experience with international travel would be an advantage.
- Self-motivated with the ability to work independently.
- Ability to solve problems and think creatively.
- Strong IT literacy.
- 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: 11<sup>th</sup> November 2022**

Applications should be emailed to the Human Resources Manager: [kieronstout@athleticsireland.ie](mailto:kieronstout@athleticsireland.ie) with the subject line of:  
[ATTN: Performance Operations Manager]

Review of applications will begin immediately, and interviews will be ongoing until the position is filled.

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.

## ENQUIRIES

---

If you require further Information, please contact [paulmcnamara@athleticsireland.ie](mailto:paulmcnamara@athleticsireland.ie)