

Job Opportunity: Athletics Ireland seeks a Regional Development Officer.

Athletics Ireland is the National Governing Body for Athletics in Ireland. Athletics Ireland's Head Office is based at Northwood Court, Northwood Business Campus, Santry, Dublin 9. Athletics Ireland is a company limited by guarantee with approximately 44 employees. For further information, please see our website at www.athleticsireland.ie

Job Description

Applications for the position of **Regional Development Officer Carlow-Kilkenny area and South- East Technological University (Carlow Campus)** are invited from suitably qualified persons.

APPLICANT SPECIFICATION

Essential:-

- Level 8 qualification in a related area.
- Level 1 AAI coaching qualification or equivalent
- Have detailed knowledge of community athletics structures and clubs
- Possess excellent organisational and leadership skills
- Proven ability to work as part of a team
- Proven ability to think and plan strategically
- Possess excellent verbal and written communication skills
- Full clean driving licence with own transport

Desirable:-

- Level 9 qualification in a related area
- Level 2 AAI coaching qualification or equivalent or higher
- Qualified coach tutor

JOB SPECIFICATION

Overall Purpose of Position:-

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

1. Increasing participation and membership through counties and clubs in the region and in South East Technological University
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;

1. To assist international athletes to perform to the best of their ability
2. To provide appropriate competitive opportunities for all members

The successful candidate will be based in South East Technological University on its Carlow Campus. Over the course of the academic year (August-May), the main proportion of their workload will be in the University. For the purpose of work undertaken in the University, the successful candidate will report to the University's Director of Sport. Alongside and outside of this period, the candidate will work in the region.

Reporting to Athletics Ireland Director of Coaching and 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)
- Attend and assist in organisation of regional / national seminars and educational workshops as required
- Assist in the implementation of the Code of Ethics programme regionally and nationally
- 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

- Fit4Life meet and train programme
- Little Athletics programme
- Club Development Programme
- Club Support Programme
- Other programmes as developed by Athletics Ireland

Management Process

- For the purpose of work in the University, report to the University's Director of Sport
- Report to Director of Coaching and Development
- Adhere to all management processes as directed by Director of Development
- Supply reports and statistics on dates as outlined by Director of 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 regional and 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. The post will be on a contract basis for a period of one year initially.
- b) Holders of the post shall reside in the region in which their duties are to be performed.
 - The package will include a salary commensurate with qualifications and experience.
 - Position Tenure: 1 year fixed-term full-time contract.
 - Appointment will be made subject to satisfactory Garda Vetting and suitable reference checks.
 - Athletics Ireland is an Equal Opportunities Employer

Hours of Work

The standard working hours are 9:00am to 5:30pm, Monday to Friday, (37.5 hours per week). Flexibility will be required outside of this, and applicants should be prepared to work evenings and weekends as needed to meet the demands of the position. A Time Off in Lieu system is in operation for any out of hours and weekend work.

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 1, €29,931 (min) to €41,718 (max).

Position Tenure: 1 year fixed-term full-time contract.

Work location: On location in SETU, Carlow and from home in the region of responsibility.

How to apply

Applications should be emailed to the Athletics Ireland Human Resources

Manager: kieronstout@athleticsireland.ie with the subject line of: [ATTN: RDO SETU]

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.

Deadline for receipt of applications: **5pm on Friday the 20th of December 2024**

Applicants should note that this job description is not exhaustive and is subject to change as required as appropriate.