



POSITION INFORMATION

HIGH PERFORMANCE: Athlete Services, Athlete Carding & Anti-Doping Officer

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: www.athleticsireland.ie/high-performance

ABOUT THE ROLE

Job Title: Athlete Services, Athlete Carding & Anti-Doping Officer
Reports to: High Performance Director (PD)
Salary Range: Athletics Ireland Salary Band 2, minimum €37,002 to maximum of €50,061.
Purpose of Role: Suited for a highly motivated self-starter working in a fast-paced environment. This position will provide invaluable experience within the High Performance and sporting environment. This position will drive initiatives to coordinate a variety of duties and provide administrative support for Athletics Ireland's High Performance Programme.

Details:

- The position is full time (37.5 hours each week). Generally, it is expected that 7 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 occasional weekend and evening work and some international/national travel.

KEY DUTIES / RESPONSIBILITIES

Performance Services

- Lead in the management and administration of the Performance Services Programme of Athletics Ireland's high performance unit in conjunction with AAI PD and AAI Pathway Performance Manager.
- Work closely with Sport Ireland Institute and, in particular, the SII appointed Head of Performances Services (HOPS) in the management process to deliver the services strategy.
- Appointment of Service Providers in conjunction with SII, PD, and Lead Service Providers
- Allocation of Service Provision to priority athletes
- Management of athlete case reviews
- Financial management of Performances Services
- Ensure all athletes and coaches comprehend AAI sports medicine model and their responsibilities around this.
- Lead AAI High Performance services support team meetings and take minutes.
- Communicate with admin staff and providers regarding approval of services.

Administration / Operations

- Assist the Performance Director in the administration of the 'carding' programme including managing the application process, athlete agreements, payments schedules and reporting.
- Assist in the administrative needs of the PD and High Performance Program.
- Serve as a key point of contact for carded athletes and their coaches.
- Update the 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.
- Respond to general enquiries and provide timely communication with all relevant individuals and organizations.
- Maintain effective relationships with all key stakeholders.
- Other duties as assigned by the Performance Director.

Teams

- Assist with the operational logistics for selected International teams (incl: travel, accommodations, insurance).
- Assist in administration of International teams.
- Manage Performance Services/Medical requirements relating to International teams.
- Assist in management of team uniforms including distribution.
- Assist in the debrief process for International competitions and camps
- Provide operational support to National Event Group Leads and Pathway Manager for National Squad preparation days and camps

Finance

- Assist and manage the budgetary expenditure/income of the HP department.
- Provide administrative assistance to the HP team in processing of payments and invoices
- Assist in ensuring all financial records are kept up to date.

Anti-Doping

- Serve as the AAI anti-doping officer, and lead in the administration and delivery of the AAI Anti-Doping programme, including Educational Initiatives, reporting to WA, EA, AIU and SI, and serve as main point of contact for SI Anti-Doping Unit, WA, AIU, EA and athletes and coaches.

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, key coaches, and sport sector organizations.
- 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.
- Computer skills, working with Adobe Acrobat, Word, Excel, Dreamweaver, content management systems (CMS- Joomla), and database applications is highly favorable.
- Demonstrated ability to maintain confidentiality.

This role is subject to satisfactory references and successful completion of Garda Vetting with Athletics Ireland.

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 .

Our benefits include:

- Paid Maternity and Paternity leave
- Family friendly policies
- Sick pay scheme
- Education assistance
- Bike to work scheme
- Company contributory pension scheme after six months

HOW TO APPLY

Deadline: 5pm on Friday the 25th of April.

Applications should be emailed to the Athletics Ireland Human Resources Manager: kieronstout@athleticsireland.ie with the subject line of: [ATTN: Athlete Services 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.