

Sport Ireland ASPIRE Programme

ASPIRE Graduate

Organisation:	Athletics Ireland
Location:	Santry, Dublin 9
Contract Length:	11 months contract
Full time:	Full time
Salary:	€25,000 (per annum – pro rata over 11 months)
Application closing date:	Friday November the 13 th 2020 at 5pm
Programme duration:	Dec 2020 – Nov 2021

The Sport Ireland ASPIRE Programme

ASPIRE is a graduate employment programme that is being funded by Sport Ireland. This programme has been approved by Government with support from the Dormant Accounts Fund. The aim of this programme is to enable a number of recently qualified sport and physical activity graduates to gain relevant experience working in the sports sector and to develop relevant skills and knowledge. The successful graduate will receive an 11-month contract and will work directly for Athletics Ireland. Athletics Ireland are responsible for the recruitment and selection of the graduate.

Job Summary

The role of the ASPIRE Graduate will be to support and coordinate programmes and projects in liaison with the organisation's business departments/units, stakeholders and volunteers. The successful individual will perform a wide range of administrative duties to support the organisation. This placement offers the successful graduate a significant opportunity to gain relevant experience and to potentially advance their career in the sports sector. Previous experience in a similar role is not required.

Key Job Duties & Responsibilities

- To support the team / organisation in achieving project / programme objectives.
- To coordinate and have direct responsibility for a project or a specific set of tasks related to a project / programme.
- Perform ad hoc duties as required.
- Willingness to work with each department in Athletics Ireland over the course of the internship.
- Contribute positively to the operation.
- Organised with strong time-management skills and ability to meet deadlines and manage own workload.
- Ability to work on own initiative as well as part of a team.

- Ability to work to tight deadlines and multi-task particularly in high pressured environment at championships and recreational events.

Hours of work: 37.5 hours per week including on occasion unsocial hours, both weekends and evenings. A time off in lieu system operates for overtime worked.

Essential Requirements:

The graduate must:

- Have graduated with a Master's or Primary Degree in the area of Sport or Physical Activity between January 2019 and November 2020.
- Be currently unemployed i.e. not in current employment.
- Be available for the 11-month contract duration.
- Be eligible to work in Ireland on a full-time basis.
- Have a full clean Irish driving licence with access to own transport.

How to apply for this post.

Selection shall be by means of a competition based on a virtual interview conducted by Athletics Ireland. Applications must be sent by email with the subject line of: [ATTN: ASPIRE GRADUATE].

When applying by email, please provide a letter of introduction detailing your skills and experience relevant to the role and your Curriculum Vitae outlining your relevant third level education and any work experience you may have not later than 5pm on Friday the 13th of November 2020 to the Athletics Ireland Human Resources Manager at kieronstout@athleticsireland.ie

This project was approved by the Government with support from the Dormant Accounts Fund.