



NATIONAL SPRINTS COORDINATOR

ABOUT HIGH PERFORMANCE

The core purpose of Athletics Ireland High Performance Programme is to create a National High Performance (HP) 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: hp.athleticsireland.ie

ABOUT THE ROLE

Job Title: National Sprints Coordinator

Reports to: Director of High Performance and Director of Coaching & Development

Purpose of Role: To drive the further development of the sprints event group Ireland

Details:

- The position is full time (35 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 weekend and evening work and international/national travel.
- Candidates should have a strong background in performance sprinting, and should have a thorough understanding of the sport and the event group at Development through to Performance levels

KEY DUTIES / RESPONSIBILITIES

- Define athlete development pathway for the sprints group and design, implement and coordinate National Senior, National Junior and provincial Youth and Junior event-group squads in alignment with this pathway, in partnership with AAI HP, SII and AAI Development teams
- Liaise with AAI HP team members, SII service providers, and AAI Development Team in the development and delivery of athlete educational curricula to support athlete development in the sprints group.
- Lead and coordinate the existing Relay Programme and the team of AAI National Sprints Squad Coaches
- Lead and coordinate event group Training Camp opportunities, in partnership with HP Team
- Serve as a Key point of contact on the HP team for carded sprints athletes and their coaches, and the wider sprints community.
- Monitor the performances of high performing athletes at the youth, junior, development and senior levels.
- Disseminate event specific knowledge to athletes and coaches while providing technical leadership of event specific skills.
- Assist in carded athlete's performance reviews as well as review yearly training plans and daily training environments within the event group.
- Work with clubs, training groups and High Performance identified hubs to establish and promote the event group.
- Effectively communicate Athletics Ireland initiatives, programmes and policies with event group athletes and coaches.
- Assist in the preparation for all Team IRL activities: camps, selection criteria, team staffing.
- Contribute to the development of AAI's performance service provision--including structures and integration with coaches.
- Identifying and prioritise key competition opportunities.
- Work to strengthen the culture of the High Performance Programme.
- Actively engage in Athletics Ireland Coach Education and Professional Development programmes.
- Develop a mentoring programme for coaches within the sprints group.
- Integrate the role between Coaching & Development and High Performance
- Other duties as assigned by the High Performance Director / Director of Coaching.

KEY SELECTION CRITERIA

Key Attributes and Capabilities

- Hold a minimum of AAI Level 2 Coaching Certification
- Experience in Development and Delivery of Coach Education
- Thorough understanding of the sport of Athletics, and the sprints event group in particular, at Development through to Performance levels
- High-level written and verbal communication skills.
- Financial management skills.
- Excellent project management, 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 including athletes, coaches, service providers, in all situations.
- An ability to form successful relationships with Athletics Ireland's employees, volunteers, key coaches, service providers, etc.
- Excellent interpersonal skills and ability to work as part of a small team.

Personal attributes

- Ability to work under pressure and meet tight deadlines.
- Self-motivated with the ability to work independently.
- Ability to solve problems and think creatively.
- 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: 5pm on 23 March 2018

Applications should be emailed to: paulmcnamara@athleticsireland.ie with the subject line of:

[ATTN: National Sprints Coordinator]

Review of applications will begin immediately. Interviews will likely take place week beginning 2 April 2018.

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 Paul McNamara by email or phone:

paulmcnamara@athleticsireland.ie / +353 (0)87 2693675