

## **Athletics Ireland seeks Regional Development Officer**

Applications for the position of **Regional Development Officer Carlow-Kilkenny area and Institute of Technology Carlow** 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 the Institute of Technology Carlow
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 Institute of Technology Carlow. Over the course of the academic year (August-May), the main proportion of their workload will be in the Institute. For the purpose of work undertaken in the Institute, the successful candidate will report to the Institute'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 Institute, report to the Institute'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 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 at 37.5 hours per week. 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.

### **RECRUITMENT:**

Selection shall be by means of a competition based on an interview conducted by Athletics Ireland. Applications must be sent by email with the subject line of: **[ATTN: RDO Carlow IT Role]**. 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 skills and work experience not later than **5pm on the 13<sup>th</sup> of July 2018** to the Athletics Ireland Human Resources Manager to [kieronstout@athleticsireland.ie](mailto:kieronstout@athleticsireland.ie)