



Athletics Ireland seeks a part-time Athletics Development Officer in conjunction with Active South Dublin.

Applications for the position of part-time Athletics Development Officer for the Active South Dublin region are invited from suitably qualified persons. Athletics Ireland is the National Governing Body for Athletics in Ireland. Athletics Ireland's Head Office is based at 19 Northwood Court, Northwood Business Campus, Santry, Dublin 9. Athletics Ireland is a company limited by guarantee with approximately 40 employees. For further information, please see our website at www.athleticsireland.ie

Active South Dublin is based at County Hall, Tallaght. The Active South Dublin team is dedicated to delivering high-quality programmes, initiatives, and partnerships that promote active and healthy lifestyles across South Dublin County. Further information available at <https://www.sdcc.ie/en/activesouthdublin/>

APPLICANT SPECIFICATION:

Essential:-

- Third Level qualification
- Level 1 AAI coaching qualification or equivalent
- Knowledge of community athletics structures, clubs etc
- Possess excellent organisational and leadership skills
- Ability to think and plan strategically
- Possess good verbal and written communication skills
- Basic knowledge of Microsoft Office and basic IT skills
- Full clean driving licence with own transport

JOB SPECIFICATION

Purpose of Position:

To assist Active South Dublin in achieving its objectives of:

- **Active Athletics Communities and Clubs:** Supporting clubs, community groups, schools and local initiatives to grow and thrive. Increasing club capabilities, participation and membership.
- **Active Partnerships and Systems:** Building strong connections between departments and sports to achieve better outcomes together.
- **Active Communications:** Sharing information and spreading the message of active living.
- **Active Learning:** Developing coaches, leaders and co-ordinators to enable sustainable programmes.

Reporting to the Head of Sport & Recreation and Athletics Ireland Director of Coaching & 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.

Specific Responsibilities:

Coach Education:

- Planning, organising and implementing Coach Education courses
- Assisting in the delivery of Coach Education programmes (Tutor qualification would be desirable, but if not already qualified, a willingness to undergo Coach Developer training)

Programmes

- Fit4Class and Try Track & Field school programmes
- Second Level / Transition Year programmes
- Schools cross country races
- Recreational Running Programmes – Couch to 3K/5K
- Spraoi Games programme
- Club Development Programme
- Other programmes as developed by Active South Dublin / Athletics Ireland

Management Process

- Report to the Head of Sport & Recreation / Director of Coaching & Development.
- Adhere to all management processes as directed.
- Supply reports and statistics on dates as directed.
- Strictly adhere to procedures of AAI / Active South Dublin in relation to financial matters

Promotion of Athletics

- Work in co-operation with clubs, schools, 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 events to help promote the sport 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 a one year contract with a performance review after six months
- (b) Holders of the post shall reside in the district in which their duties are to be performed
- (c) 19 hours working week

Note this job description is not meant to be exhaustive in nature and there may be additional items required of the role not specified above.



Our benefits include:

Contributory pension (after six months)
Paid Maternity, Paternity leave
Family friendly policies
Birthday leave
Sick pay scheme
Education assistance
Bike to work scheme

Remuneration and Location

Salary: €20,000.
Position Tenure: Six months' probation, 1 year fixed-term full-time contract.
Position Location: Hybrid working model within location of responsibility and Active South Dublin headquarters.

Appointment will be made subject to satisfactory Garda Vetting and suitable reference checks.

Applications including a cover letter and curriculum vitae should be sent by email with the subject line **[ATTN: DO ACTIVE SOUTH DUBLIN]** for the attention of the Athletics Ireland Human Resources Manager to kieronstout@athleticsireland.ie Closing date for applications is 5pm on Friday the 13th of June 2025.

Athletics Ireland is an Equal Opportunities Employer.