

Athletics Ireland seeks an Athlete Development Manager

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 35 employees. For further information, please see our website at www.athleticsireland.ie

Athletics Ireland is seeking to recruit a fulltime Athlete Development Manager to join the team within Athletics Ireland. This post will be integral to the delivery of key objectives within our Strategic plan 2021 to 2028 and will include supporting athletes and coaches in their development in our sport. The successful applicant will be tasked with implementing Athletics Ireland's strategy in this area.

The Role

The role of the Athlete Development Manager will primarily be to deliver athlete development programme across Athletics Ireland by supporting athletes and developing new opportunities for athletes. The Athlete Development Manager will report to the Director of Coaching & Development in the delivery of the development strategy as agreed by the Board of Athletics Ireland.

Responsibilities

Key responsibilities will include:

- Responsible for regional squads at both development and performance level. Oversee programme management and delivery (athlete selections, coaching panel, calendar planning, communication and logistics).
- Review performance squad structure and update as required.
- Review development squad structure and update as required.
- Emerging talent: Establish programme to build links with emerging athletes before they join the Pathway Programme. Develop communication channels and accompanying resources to foster a performance culture.
- Athlete Development Curriculum – create and generate event specific curriculum for emerging athletes. Liaising with the HP team on development.
- County Development Squads – work with the RDO team to expand reach of the county squad programme.
- Work with clubs and schools to increase links and direct athletes into performance environments.
- Support clubs in designing and implementing athlete development plans.
- Develop relationships with all athletics departments across the third level sector.
- Beneficial initiatives as directed by the CEO and/or Director of Development.

Budget

- Prepare an annual budget in collaboration with the Director of Coaching & Development, and secure key stakeholder approval.
- Ensure that activity stays within its approved budget and operates in accordance with Athletics Ireland procedures.

Requirements for the role

- Proven experience of establishing and delivering athlete development plans.
- Demonstrate the ability to innovate to maximise opportunities
- Ability to influence others, with excellent team building, collaboration and partnering skills
- Accredited Athletics Ireland coaching qualification to level 1 standard
- A degree in sports science or similar ideally to postgraduate level
- Must be legally entitled to work in Ireland
- Full clean driving licence and own transport

Education and Experience

- Relevant experience in a similar role.
- Relevant degree in Sports Development, Health Fitness and Leisure Studies, Leisure Management, Health Promotion or equivalent
- Excellent communication and administration skills.
- Excellent people skills.
- Well-developed networking skills.

- Attention to detail.
- Strong work ethic and ability to work in a dynamic environment.
- Flexible and adaptable attitude.
- Ability to work under pressure.
- Team player and ability to work on their own initiative.

The ideal candidate will have a background in Athletics. Experience in education or sports development would be advantageous but not essential.

Reporting to: Director of Coaching and Development

Applicants should note that this list is not exhaustive and is subject to change as required.

Our benefits include:

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

Remuneration and Location

Salary: Band 3, €44,403 (min) to €60,073 (max).

Position Tenure: Six months' probation, 2 year fixed-term full-time contract.

Position Location: Athletics Ireland Head Office at 19 Northwood Court, Santry, Dublin 9.

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

Hours of work

Monday to Friday, 9 to 5.30pm (37.5 hours). Both evenings and weekend work may be required but a Time Off in Lieu system is in operation for any out of hours and weekend work. The post is Dublin based with travel as appropriate.

Applications including a cover letter and curriculum vitae should be sent by email for the attention of the Athletics Ireland Human Resources Manager to kieronstout@athleticsireland.ie Closing date for applications is 5pm on Friday the 20th of September 2025.

Athletics Ireland is an Equal Opportunities Employer.