

## JOB DESCRIPTION

<b>Sport Ireland ASPIRE Programme</b>	
<b>JOB TITLE</b>	ASPIRE Graduate Coach Education & Events Coordinator
<b>REPORTS TO</b>	Director of Sport
<b>LOCATION</b>	Irish Wheelchair Association, Clontarf, Dublin 3
<b>JOB SPECIFIC</b>	Full Time, Fixed Term contract.
<b>Salary</b>	€22,000 (based on a 12 month pro rata salary)
<b>Contract length</b>	11 months
<b>Programme duration</b>	Monday 26th February 2018- January 2019

### The Sport Ireland ASPIRE Programme

ASPIRE is a graduate employment programme that is being funded by Sport Ireland in 2018. 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 the Irish Wheelchair Association (IWA). The IWA are responsible for the recruitment and selection of the graduate.

### About Irish Wheelchair Association

Irish Wheelchair Association (IWA) has a vision of an Ireland where people with disabilities enjoy equal rights, choices and opportunities in how they live their lives, and where our country is a model worldwide for a truly inclusive society.

IWA is one of Ireland's Top 1000 Companies and with 2,500 staff working in every county in Ireland, we are one of the top 100 largest employers in the country. We provide a wide range of services to over 20,000 members.

IWA-Sport is a recognised and funded Sport Ireland National Governing Body of Sport specifically catering for People with a physical disability.

### 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.

## **Overall Purpose of job**

The post holder will be responsible for 1) coordinating and supporting the development and delivery of the IWA-Sport coach education programme and 2) supporting the delivery of the IWA-Sport events programme.

## **Key Job Duties & Responsibilities**

### **Coach education**

- Develop/review IWA sports specific coach education material and resources.
- Develop a sports specific coach education programme for roll out including but not limited to; Wheelchair Rugby, Wheelchair Basketball and Para Powerlifting.
- Work with other NGBs to develop para sports coach education resources to complement existing coach education material including athletics, table tennis.

### **Training**

- Develop and support the delivery of training to support the operations and development our Club network. This training will comprise of the following topics, Club structures, Governance, Health and Safety, Safeguarding, Volunteer Recruitment, GDPR, etc all of which will be underpinned by IWA Policies and Procedures and industry best practise.

### **Events**

- Support the delivery of the IWA-Sport annual programme of events and initiatives.

### **Research**

- Carry out research in the area of physical disability sport
- Participation trends and factors

### **General**

- To support the team/organisation in achieving project and 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.

### **Essential Requirements:**

*The graduate must:*

- Have graduated with a Master's or Primary Degree in the area of Sport or Physical Activity between January and November 2017.
- 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.

### **Skills**

- Strong planning and organisational skills and an ability to work independently and on own initiative.
- Strong communication skills, including competency in written communication.
- Proficient in Microsoft Office and IT skills.
- Honest, reliable and flexible.

### **Availability**

- The post holder must be available to work over 7 days to include evenings and weekends as required.

#### **Reporting to**

- The post holder will report to the Director of Sport.

#### **Transport**

- A full clean driving license is required and use of personal transport for work related purposes is required.

#### **Remuneration & Benefits**

- Salary - €22K (based on a 12 month pro rata salary).
- Excellent working conditions.
- Training & Development opportunities.
- 24 days annual leave.
- Access to the Employee Assistance Programme.

#### **Closing date for applications**

- Monday 29<sup>th</sup> January 2018
- (interviews will be held Monday 5<sup>th</sup> and/or Tuesday 6<sup>th</sup> February).

*To apply, please submit a cover letter and a copy of your current CV to [jobs@iwa.ie](mailto:jobs@iwa.ie)  
For any queries please contact the Recruitment Team on 01 818 6545*

This job description is a guide to the general range of duties and is not intended to be either restrictive or definitive and may be subject to periodic review.

**IWA is an equal opportunities employer.**