



## Paralympics Ireland and Sport Ireland ASPIRE Programme

### ASPIRE Graduate

<b>Organisation:</b>	Paralympics Ireland
<b>Location:</b>	Irish Sports HQ, Sport Ireland Campus, Abbotstown (Working from home until the building re-opens)
<b>Contract Length:</b>	11 month contract
<b>Full time / Part time:</b>	Full time
<b>Salary:</b>	€25,000 (per annum – pro rata over 11 months)
<b>Application closing date:</b>	13.11.2020 at 5pm
<b>Programme duration:</b>	Dec 2020 – Nov 2021

#### The Sport Ireland ASPIRE Programme

ASPIRE is a graduate employment programme that is being funded by Sport Ireland. 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 Paralympics Ireland. Paralympics Ireland are responsible for the recruitment and selection of the graduate.

#### Job Summary

This is a fantastic opportunity to gain experience as part of the team in high performance operations and logistics preparing for the Paralympic Games in Tokyo now in 2021. The role will be based with the Performance Department and will provide a breadth of experience across high performance sport from the perspective of a National Governing Body.

The role will be largely office based assisting in the preparations for the Irish team Performance planning process for the Tokyo 2020 cycle with the 2021 Paralympic Games at the fore front of those preparations. There may be an opportunity to attend the Games as a team assistant. .

**Reporting to:** Performance Director and Performance Operations Manager

**Working with:** Performance Department Staff (Performance Director, Performance Operations Manager, Para Swimming Operations Manager, Head of Paralympic Athletics, Classification Coordinator), Tokyo 2020 HQ Team.

#### Key Job Duties & Responsibilities

**Prior to Games**



• To support the Tokyo Operations HQ Team with the delivery of the 'Road to Tokyo Plan.'

- Attend HQ Team meetings and support the Chef de Mission in the operational and logistical preparation of the team including preparations for Paralympics Ireland Team Conference and Games Holding Camps.
- Assist the Paralympic Village Manager (PLV-OM) in the implementation of HQ office policies and procedures during the pre-games holding camp and during the 2020 Paralympic Games.
- Provide direct administrative support to the Performance Department in the areas of Performance Planning & Sports Science & Medical Provision.
- Support the logistical operations of Team Ireland, in particular the key areas of freight, kit & travel. This includes the collection of data and information from sports and athletes in relation to Paralympic Games.
- Support the Performance Operations Manager in the production of a Team Manual for the Paralympic Games
- Provide logistical support to Head of Paralympic Athletics and Swimming around events e.g. 2021 European Championships & Training Camps
- Support to Irish Paralympics Team projects as requested by the Performance Director.
- Attend Paralympics Ireland performance related events as requested.
- Other duties reasonably requested by the Performance Director & Performance Operations Manager.

#### **Other Opportunities**

- In addition, there will be opportunities for the successful candidate to engage in training and development opportunities being provided by Paralympics Ireland for staff.
- There will also be further operations to manage specific Paralympics Ireland events and programmes.

#### **During Games (Providing accreditation can be secured)**

- Assist in the delivery of the pre games holding camp on behalf of Paralympics Ireland ensuring the appropriate environment is created to support athlete performance readiness at Tokyo 2020.
- Support the efficient running and staffing of the Paralympics Ireland Office at the Paralympic Village.
- Provide office and administrative support to team Ireland members.
- Assist the Paralympic Village Office Manager in their duties

Assist in pre & post inspections of allocated Village Accommodation and preparations to make allocated accommodation in the village "Home of the Irish"



- Assist in the management of transport, accommodation support and 'meal vouchers' for non-accredited team staff.
- Any other duties assigned by the PLV-OM or CdM during the Games.

### ***Post Games***

- Issue a detailed Office Assistant report to the CdM to inform the CdM in advance of their submission of the HQ Team.
- Contribute fully and openly with the Games debrief process as conducted by Paralympics Ireland.
- Attend post games team functions as requested.

### **Essential Requirements:**

*The graduate must:*

- Have graduated with a Master's or Primary Degree in the area of Sport or Physical Activity between January 2019 and November 2020.
- 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.

### **Application Details:**

To apply for this position please send a CV and Cover letter to [info@paralympics.ie](mailto:info@paralympics.ie) by no later than November 20<sup>th</sup> at 5pm. Interviews will take place on the week beginning November 23<sup>rd</sup>.