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## JOB DESCRIPTION AND PERSONNEL SPECIFICATION

### PARALYMPICS IRELAND: Sports Director

<b>Position Title:</b>	Sports Director
<b>Status:</b>	Full time role
<b>Location:</b>	Irish Sport HQ, National Sports Campus, Blanchardstown, Dublin 15 The role will involve travel internationally and within Ireland
<b>Reporting to:</b>	CEO

The Paralympic Movement and Paralympics Ireland is on a very positive trajectory in terms of the recognition of the Paralympic Games within sport in general, and the recognition of the elite, high performance athletes and teams involved.

This is an opportunity for a highly motivated, driven individual to play a key role in driving the future of Para Sport in Ireland, using their skills to work with multiple Sport's National Governing Bodies (NGB's) in support of elite athletes with a disability towards the Paralympic Games in Tokyo 2021, Paris in 2024 and beyond.

You will be able to evidence a strong track record of delivery and operational excellence and can deal with a complex sports /work environment.

#### JOB PURPOSE

The position involves working as a member of the senior management team for Paralympics Ireland. The team lead for Team Irelands Paralympic Team and the lead contact for para sport for the sports NGB's.

The role involves delivery of the following two key areas of Paralympic Ireland's Strategy: -

- Team lead for the Paralympic Team for Tokyo 2021 and future Paralympic Games
- Work with NGBs and other stakeholders in the development and implementation of strategies to grow para sport in Ireland and increase the opportunities for athletes to progress through a high performance pathway to elite level.

This role will work closely with the Performance Director of Paralympics Ireland to gain an understanding of the requirements for success at high performance level, so that the sports can be guided and supported towards this direction.

#### SPECIFIC KEY TASKS

##### Games Planning

1. Oversee the operations and logistics planning and preparation for Team Ireland for the Paralympic Games in advance, at pre-games camp and at the Games themselves (for approx 5 weeks).
2. Coordinate and lead internal Games working group and wider team meetings and workshop sessions to ensure aligned team focus and clear responsibilities and purpose for all team members. Represent Team Ireland at external games meetings.
3. Work with the Senior management team to explore modelling of best protocols for team safety, communications, and crisis management . Manage queries and issues as they occur from Team Ireland and liaise with the CEO and others as appropriate to resolve.
4. Set up an appropriate de-brief and review process. Complete final reports, including financial update and contribute to de-briefs and review sessions. Attend a host of games related functions as head of Team Ireland post games.

### **Sports Overview**

5. Build relationships with external stakeholders including NGB's that have athletes with potential to qualify for Team Ireland.
6. Assess level of para pathway in place for each sport with a view to planning support strategies needed for potential growth within each sport area.
7. Liaise with the disability sports group to support group joint initiatives in providing more opportunities for athletes with a disability e.g. Talent ID and pathway progression.
8. Contribute to the progression of a positive strategic direction for the growth of para sport in Ireland.
9. Undertake other duties as required from time to time by the CEO.

<b>PERSON SPECIFICATION – Sports Director</b>
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### **ESSENTIAL CRITERIA**

- Third Level qualification- preferably in a Sports related area or discipline. \*
- 5 years full-time (or part-time equivalent) experience in a management or leadership role with skills relevant to this role. \*
- Experience of successful, project management implementation to strict deadlines in a complex and diverse setting\*

- Demonstrable stakeholder management experience \*
- Experience of development of productive and open relationships with organisational stakeholders at multiple levels based on engaging and effective communication
- A clean current full driving licence and access to a form of transport to meet the requirements of the post in full
- A flexible approach to hours required including the ability to attend evening and weekend meetings and to undertake travel abroad.

#### DESIRABLE REQUIREMENTS

- Experience of providing clear, timely and accurate updates to senior management & board
- Understanding of sports structures in Ireland, including Paralympic sport
- Ability to be adaptable and to perform in a pressurised setting
- Proven ability to motivate people and make decisions.

**Note to all applicants:**

\*Only those applicants who clearly demonstrate, by example, how they meet the essential criteria will go forward to the next stage in the recruitment and selection process.

Desirable criteria may be used for shortlisting purposes if required.

All other essential and desirable criteria will be assessed by selection test and/or interview.

**NB.** This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and can be amended in the light of the changing needs of the organisation.

- Suitable candidates should apply in writing with a letter and current CV to [Colin@paralympics.ie](mailto:Colin@paralympics.ie)
- Closing date for applications is **5pm on January 15<sup>th</sup> 2021**
- Interviews for shortlisted candidates will take place during the last week in January

Queries may be directed to Colin Armstrong at Paralympics Ireland by email at [Colin@paralympics.ie](mailto:Colin@paralympics.ie) or by calling 01 625 1175.

**Paralympics Ireland is an equal opportunities employer and all applications will be treated in strict confidence.**