

PARALYMPICS IRELAND

Performance Operations Manager

We are building our team for the Paris 2024 Paralympic Games and beyond. This is an exciting time for Paralympics Ireland as we look to grow our team to better support the performance aspirations of our Team Ireland Para athletes, our member National Governing Bodies (NGBs) and our key national partners.

We are seeking an experienced Performance Operations Manager who will also play a leading role with Team Ireland at the Paralympic Games as Deputy Chef de Mission/Performance Operations. This is a motivating and challenging role, and we are seeking candidates who are passionate about supporting people to reach their potential through high performance and Paralympic sport. This role is a great opportunity for a candidate with a sporting, or non-sporting, background to bring their project/programme management and stakeholder relationship experiences to bear.

JOB PURPOSE

As Performance Operations Manager you will work as part of our team to help design and deliver our *Perform at Paris* programme. This aims to support athletes and support staff achieve their potential at Paris 2024 Paralympic Games.

We are seeking a new team member who will be responsible for:

- Managing performance operations for Paralympics Ireland on a day-to-day basis.
- As Deputy Chef de Mission/Performance Operations for Team Ireland at the Paralympic Games, lead on Team Ireland Games preparation and delivery.
- Contributing to growing an inclusive culture within Team Ireland so that all connected share a strong sense of belonging and act with pride and professionalism.

This role involves working closely with the Sports Director/Chef de Mission and the Para swimming and Para athletics teams within Paralympics Ireland. Additionally, there are significant opportunities for stakeholder relationship development and management with: Performance Directors/Leads across our member NGBs and the Performance Support teams at the Sport Ireland Institute and Sport Northern Ireland Institute.

SPECIFIC RESPONSIBILITIES

Strategic Planning

- Member of the *Perform at Paris* Leadership Team with key NGB engagement responsibilities
- Support the Chef de Mission deliver the Paris Games mission to *Optimally Prepare Team Ireland for Paralympic Games/Paris 2024*
- Along with *Perform at Paris* Leadership Team, design and deliver on *Perform at Paris* projects and activities to ensure we meet key objectives
- Contribute to growing the partnership with Sport Ireland Institute through participating on the Paralympic Leadership Group; and liaising with the Sport Ireland Institute Paralympic Head of Performance Support
- Where appropriate input into *Transform for LA* programme (aimed at supporting our member NGBs grow their Paralympic Pathways and programmes to support athletes for LA 2028 and beyond)

Programme Delivery

With the support of the *Perform at Paris* Leadership Team, lead on delivering key Paris Games strategies:

- Games Delivery: Create a Team Ireland daily environment that inspires the athletes/staff to perform to their potential
- Games Preparation: Develop specific guidance, preparation and induction programmes and activities to prime Team Ireland sports and delegation for Games time

The main responsibilities are to:

- Manage all kit, logistical and operational support for Team Ireland and wider delegation and specific NGB Games related camps
- With Commercial team, support on implementing appropriate commercial/supplier partnerships
- With NGB Performance Leads and Sport Ireland Institute practitioners, design and deliver pre-games Holding Camps
- Establish the planning frameworks/infrastructure to support project management, accreditation decisions and delegation information

Lead on operations support to our organisational groups:

- Lead on kit, logistical and operational support for all groups i.e. Staff, Key Partners, Commercial and Communications team
- Lead on kit for wider Team Ireland delegation including travelling supporters and commercial partners
- Support wider Paralympics Ireland projects and implementation as requested.

Team Engagement

- Support the implementation of the Paralympics Ireland Paris Games strategy and help monitor progress and achievements
- Work to our Paralympics Ireland Values and Sport Guiding Principles
- Support the Paralympics Ireland team in their roles to achieve our key milestones
- Co-create own goal setting and personal development opportunities
- Set-up/partake in regular individual, team and organisational meetings (part of a Plan-Do-Review cycle)
- Contribute to wider organisational and wider stakeholder meetings and programmes
- Undertake any other duties as requested by the Sports Director

PERSON SPECIFICATION

Essential

- Third Level qualification- preferably in a Sports/Project Management related area or discipline
- 3 - 5 years full-time (or part-time equivalent) experience in a management or leadership role with skills relevant to this role.
- Recent experience of successfully working within an inter disciplinary team operating in a high-performance environment (sporting or non-sporting)
- Trackable experience of successful project/programme design and delivery
- Demonstrable stakeholder management experience i.e., experience of working with multiple partners, stakeholders and volunteers to achieve success
- A team player with an open and consultative / collaborative style and optimistic approach
- Strong planning and organisation skills with the ability to delegate

- 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

- Experience operating at senior leadership level
- Experience with supporting National teams/squads
- Experience working with Sport Science and Medicine teams
- Experience of working within High Performance / Paralympic / disability sport environment
- Ability to manage budgets, allocate and maximise resources

Paralympics Ireland Values

- **Excellence** - We pursue excellence in everything we do and strive to achieve the highest standards
- **Determination** – We are determined to succeed and perform, growing in strength and pride as we face each challenge and showcase our ability to the world
- **Equality** – We challenge stereotypes, transform attitudes and break down social barriers with a diverse and inclusive approach through sport
- **Respect** – We respect each other in our actions and words, on and off the field of competition, supporting each other, working as a team to produce results
- **Transparent** – We are open, ethical and transparent and operate to the highest level of good governance and integrity

Paralympics Ireland Sport Guiding Principles

Through the course of our designing and delivering our work programme we are:

- Designing our work to strategically support athlete, sport and community needs
- Creating a high-performance environment to enable Para Athletes and support staff perform at their best at the Paralympic Games.
- Supporting NGBs to grow their capabilities and capacities
- Steering the Paralympic sector with intel and insight
- Driving a culture of learning and development in the Para sport/HP community
- Role modelling high performance practices
- Communicating what we can do for and with Paralympic sports
- Champions of a partnership and collaboration approach

Further information can be requested, and applications made by contacting Arlene Sheridan at Hays Executive through executivesearch@hays.ie and quoting reference POM22.

Closing date for applications is July 8th, 2022 at 5.30pm.

Paralympics Ireland is an Equal Opportunity Employer.