

Sport Ireland ASPIRE Programme

ASPIRE Graduate

Organisation:	Swim Ireland
Location:	Swim Ireland Head Office, Irish Sport Hq, National Sports Campus
Contract Length:	11-month contract
Full time / Part time:	Full time
Salary:	€23,000 (based on an annual salary @ 12 months)
Application closing date:	30 th January 2019
Programme duration:	Monday 25 th February 2019 – Friday 24 th January 2020
Interviews for shortlisted candidates:	Tuesday 5 th February

The Sport Ireland ASPIRE Programme

ASPIRE is a graduate employment programme that is being funded by Sport Ireland in 2019. 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 Swim Ireland. Swim Ireland are responsible for the recruitment and selection of the graduate.

Job Summary

The role of the ASPIRE Graduate will be to support and coordinate programmes and projects in liaison with Swim Ireland's business departments, stakeholders and volunteers. The successful individual will perform a wide range of administrative duties to support the organisation, working with the Swim Ireland Events Team, they will support the delivery in an extensive range of events and initiatives across 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.

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 2018.
- 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.
- Garda Vetting and Safeguarding will apply

Applications including a CV and cover letter should be sent to recruitment@swimireland.ie

For further information on the role, please see the job description and person specification and/or contact Trish Mayon, Operations Manager: trishmayon@swimireland.ie +353 (0)86 8094786

ASPIRE Graduate: Swim Ireland Events

Role	The Aspire Graduate will be given the opportunity to work with the Swim Ireland Events Team, supporting the delivery of an extensive range of events and initiatives in Clubs, Communities, Performance, Education and Youth Development across the organisation.		
Responsibilities	<p>Responsibilities for the ASPIRE Graduate: Events Officer will include:</p> <ul style="list-style-type: none"> • Support in the delivery of Swim Ireland events including but not limited to: National Competitions, Swim for a Mile, Women in Sport Conference, Swim Ireland AGM, Swim Ireland Awards, Participation Initiatives incl. Docklands Dip and European Week of Sport • Social Media - promotion and advertising of events before and during • Database management and tasks – setting up new events, managing attendees etc... • Liaising with suppliers, venues, sponsors • Any other duties as required. 		
Selection Criteria including qualifications, knowledge and experience, and skills and attributes	Essential	Desirable	
Qualifications			
Have graduated with a Masters or Primary Degree in the area of Sport or Physical Activity between January and November 2018.	✓		
Current and clean drivers' licence	✓		
Knowledge			
Knowledge of sporting structures in Ireland and of the different sporting bodies including NGB,s, LSP's etc...			✓
Skills and attributes			
Strong interpersonal skills including the ability to liaise with a range of personnel (such as volunteers, athletes, suppliers, sponsors) and build relationships	✓		
Comprehensive presentation, literacy, numeric and IT skills (Microsoft Excel, Word, PowerPoint, Database)	✓		
Excellent initiative and organisational skills	✓		
Capable of working independently, and having responsibility as an individual	✓		
Ability to report effectively	✓		
Other			
Ability to communicate effectively in English	✓		
Willingness to work unsocial hours	✓		
Willingness to travel to and between a number of different work locations	✓		