Coaching and Development Administrator

The Pitch and Putt Union of Ireland (PPUI) is seeking to fill the position of Coaching and Development Administrator. This person will provide proactive management and administration of the PPUI Child Welfare and Garda Vetting Programme. The role is a multidisciplinary role within the Sport.

Duties and Responsibilities:

- Manage and process vetting applications on behalf of the PPUI using the eVetting Portal
- Provide support and guidance to Clubs and Children’s Officers on child welfare and safeguarding
- Be familiar with the Children First Act 2015, to ensure you can act as an information source to Clubs
- Develop and implement coaching programmes in consultation with Sport Ireland Coaching
- Develop and implement strategies to increase participation in the sport
- Devise, implement and deliver training courses on behalf of the PPUI
- Any other duties which may be assigned from time to time

Person Specification:

Essential Criteria:

- Have a third level qualification (Sport Orientated)
- Proven organisational ability
- The applicant must be fluent in English
- A strong proficiency in Microsoft Office, all packages
- Strong interpersonal skills
- Ability to be self-motivated
- Clean full driving licence and use of a car

Terms and Conditions:

- The post will be based in the PPUI office in Irish Sport HQ, National Sports Campus, Blanchardstown, Dublin 15 D15 DY62
- The appointment will be a two-Year Fixed Term Contract, with a six-month probationary period
- The successful applicant will be required to comply with Garda Vetting clearance in advance of taking up the position and Safeguarding 1, 2 and 3 training within six-months of assuming the role

Interested applicants should send a CV to michael@ppui.ie before Friday 24th May at 5.00pm.