



ΛΟΓΤΑΣ ΤΕΛΓΙΝ ΑΓΑΘΣ ΑΜΑΙΣ ΝΑ ΗΕΙΡΕΑΝΝ
Pitch and Putt Union of Ireland

IRISH SPORT HQ • NATIONAL SPORTS CAMPUS • BLANCHARDSTOWN • DUBLIN 15 • D15 DY62
Telephone: 01 - 6251110

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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.