



Coláiste na Tríonóide, Baile Átha Cliath Trinity College Dublin

Ollscoil Átha Cliath | The University of Dublin

An Roinn Spóirt agus Áineasa
Department of Sport & Recreation

Post Title:	Sport & Recreation Officer Internship
Department/Faculty:	Trinity Sport in conjunction with the Students Union, Trinity College Dublin, the University of Dublin
Location:	Based at Trinity College Sports Centre and other venues as when required
Reports to:	Student Sport Pathway Manager
Other Reports:	Students Union Welfare Officer
Salary:	A salary of €370 per week will be provided as part of the internship. Travel, fees and other expenses will be covered as appropriate
Hours of Work:	37 Hours Per Week, weekday and weekends as required. (flexible hours will be required in line with role)
Duration	10 months from September 2019– June 2021
Closing Date:	31 st July 2020

Opportunity Summary

The range and diversity of sporting opportunities available to Trinity students is a key part of campus life and represents an integral part of the student experience in College. Over 10,000 students activate their access to the Sports Centre facilities on an annual basis and an average of 6,000 students join one or more sports clubs each year. The level of engagement with students cuts across many aspects of the sporting opportunities, to include sports clubs, recreation, physical activities and social sport and programmes, fitness training, volunteering, training and development, high performance sport supports and get active programmes. This role builds on the successful implementation of part time a non-sabbatical sport and recreation officer position within the 2015-2018 Strategy for Sport, Trinity Sport and the Students' Union would like to continue this momentum by replacing that role with this new internship opportunity to help increase student participation in sport and physical activity.

Principal duties

- Assist Trinity Sport with the development and promotion of an enhanced sport and physical activity programme for Freshers' Week, any 're-fresher' weeks, open days and the like.
- Work with the Sports Development Unit to develop, co-ordinate and deliver a range of programmes and initiatives as part of Trinity's pledge to champion women and girls in

sport and to increase participation levels as part of the 20x20 Women in Sport campaign.

- Liaise with relevant staff in Trinity Sport and other support areas such as Disability, International, Counselling and Health to develop, implement and promote new initiatives to actively encourage students not currently participating in sport or physical activity.
- Contribute to the development and promotion of the existing social sport programmes, on campus and at other relevant locations (e.g. accommodation locations).
- Contribute to the development of a student sport volunteering and education programme that provides employability and skill development opportunities to a wide degree of students
- To assist Trinity Sport, the Students Unions and other relevant areas in training and awareness campaigns and policy implementation that are relevant to the student sporting cohort (e.g. Code of Ethics for Trinity Sport, consent training for clubs).
- To lead/chair the Student Sport Forum, the informal student sport advisory group, and to represent the views of students in the development of sport facilities and/or services.
- Plan and co-ordinate activities as part of the annual Health & Sport Week, as a member of the Working Group.
- Ensure that sporting programmes and opportunities are adequately reported via the SU communication channels to students.
- To make representation, as appropriate to the Student Life Committee and/or other student or sport related meetings.
- To assist with and promote projects and initiatives associated with the Healthy Trinity movement and groups.
- Provide Key Performance Indicator (KPI) updates and reports on activities and programmes.
- Provide updates to the SU Welfare Officer, the SU Executive and Council as appropriate.
- Any other duties as deemed appropriate by the Sports Development Unit Management and in conjunction with the SU Welfare Officer.

Learning outcomes

At the end of the internship period, the suitable candidate can expect to have developed the following;

- Insight into workings of the student sport arena
- Insight into the process behind sport and physical activity development and initiatives.
- Interpersonal and networking skills from working with a mix of teams and personnel from all levels within and external to the organisation.

- Task management from being able to juggle multiple demands and deal with them in a timely manner.
- Training and development opportunities (courses, seminars, conferences) as appropriate.
- An introduction to the national and international third level sporting sector

Further Information

The purpose of the role will be to create a tangible link between Trinity Sport, the SU, and the student body to provide for more collaboration and to represent the interests of students in the development and provision of an innovative programme of sport and physical activities. The role will ensure the shared objective of involving more students in sport and physical activity, as a key element of maintaining a healthy lifestyle during their time at Trinity. Informal enquiries about this internship should be made to the Student Sport Pathway Manager lisa.cafferky@tcd.ie

Please see more on Trinity Sport www.tcd.ie/sport and the Students Union <https://www.tcdsu.org/>

The Candidate

- A recent graduate, preferably of Trinity College Dublin.
- An understanding of student sport at Trinity.
- Has some previous experience in a leadership role or have taken responsibilities beyond that expected in their student journey.
- Actively involved and interested in sport and/or physical activity.
- A team player, approachable and a willingness to network.
- Good communication skills and attention to detail.
- Someone who has high energy and enjoys working in a busy, exciting and constantly changing environment.
- Ability to write reports and good IT skills (MS Office).

Application Information

Applications for this post should be emailed to lisa.cafferky@tcd.ie by 12 noon Friday 31st of July 2020. Late applications will not be accepted. Interview will take place the week commencing 21st of August.

In order to assist the selection process, applicants should submit a Curriculum Vitae and a Cover Letter (1x A4 page) outlining **why they are suitable for this role**. They should also include in the Cover Letter reference to any **previous experience of their involvement in sport** (this can include volunteering, participating, coaching, or other work experience) and an **understanding of student sport** at Trinity College Dublin.