

HIGH PERFORMANCE PROGRAMME MANAGER HIGHER EXECUTIVE OFFICER GRADE

Job Purpose

Working closely with the National Governing Bodies, the Sport Ireland High Performance Unit aims to support the achievement of a number of objectives, primarily the delivery of systemic and sustained success at European, World, Olympic and Paralympics level. The work of the High Performance Unit is highly collaborative with the Sport Ireland Institute, Sport Ireland Campus, and other key stakeholders.

Reporting to the Director of High Performance, the High Performance Programme Manager will manage a variety of programmes and projects delivered by the Sport Ireland High Performance Unit. The role of High Performance Programme Manager will focus on delivering across the Pillars of the Sport Ireland High Performance Strategy 2020-2029.

Key Duties and Responsibilities

The High Performance Programme Manager will have the following principal duties and responsibilities:

Programmes & Funding:

- Manage the annual High Performance Programme Funding process including performance planning and budget submissions, and NGB meetings. Ensure full compliance with Sport Ireland's policy and procedures for funding.
- Manage the Athlete Investment Programmes including the International Carding Scheme and Team Ireland Golf Scheme. In respect of the International Carding Scheme, oversee the annual criteria and application process.
- Manage the various projects and programmes that support the High Performance sector such as Morton Stadium, University of Limerick 50-meter pool and Student Sport Ireland.

Governance & Strategy:

- Support the implementation of the strategic pillars within the High Performance Strategy
- Manage the effective operation of the Olympic Technical Group (currently Tokyo Working Group)
- Act as secretary to the High Performance Committee
- Provide reports to the board on request and regularly to the relevant sub committees
- Contribute to the audit and risk processes within Sport Ireland

Partnerships & Support

- Manage personnel within the High Performance Unit including the completion of annual performance management reviews.
- Play a key role in maintaining important relationships within High Performance sport
- Assist the Director of High Performance in all strategic initiatives and be able to offer views and opinions in order that the Sport Ireland may continue to develop.
- Collaborate with other Sport Ireland Units to support the delivery of Sport Ireland's Statement of Strategy 2018-2022
- Support the Communications Unit which will include assisting with parliamentary questions, speeches and other marketing requirements
- Keep up to date on all matters relating to High Performance in sports through attendance at events, seminars, and conferences.

This is not an exhaustive list and the role will include any duties required by Sport Ireland from time to time which are appropriate for the position and the needs of the organisation

Knowledge & Experience

The post-holder will have:

- A primary degree. A post-graduate qualification in a relevant field would be a significant advantage.
- At least 3 years' experience working in sport. Experience within high performance sport is advantageous
- Knowledge and understanding of governance, finance and business models relevant to the NGB sector
- Knowledge and understanding of the international sports environment

Person Specification

- Capable of building and maintaining healthy, effective and mutually respectful relationships with all key stakeholders
- Capable of presenting information verbally in a clear, concise and confident manner.
- Excellent planning & organising skills and be able to prioritise tasks effectively under tight deadlines.
- High level of proficiency in MS Office (Word, Excel, PowerPoint, Outlook).
- Committed to innovation and continuous improvement in all business activity.

Additional Information:

Contract: Full-time, permanent

Salary Scale: €48,868- €61,544 (inclusive of two long service increments) - HEO Standard Scale. The appointment will be made on this scale at a point in line with current Government Pay Policy. New entrants to the public sector commence on the first point of scale.

Location: Sport Ireland National Sports Campus, Snugborough Road, Blanchardstown, Dublin 15

Sport Ireland is an equal opportunities employer.