

**NATIONAL GOVERNING BODIES MANAGER  
HIGHER EXECUTIVE OFFICER GRADE**

**Job Purpose**

Sport Ireland places the NGBs at the centre of Irish sport and is committed to developing a strong and diverse NGB sector. NGBs are the key delivery agencies for Sport Ireland in the achievement of its strategic and operational goals. The focus of the NGB Unit is supporting these sporting bodies in the development of sustainable and effective sports structures. The aim is to constantly improve the quality of services provided and the quantity of participants involved in sport and physical activity in Ireland.

**Reporting To:** Director of National Governing Bodies

**Key Duties and Responsibilities**

Reporting directly to the Sport Ireland Director of National Governing Bodies, the primary responsibility of the NGB Manager will be the operational management of the Unit's annual work programme.

- Manage and administer the core NGB grant schemes, ensuring adherence to the terms and conditions of the programmes as well as established financial & governance procedures
- Assist the roll out of an online grants system with the Sport Ireland Grants Manager.
- Assist with the management and administration of the various programmes that support the NGB sector including Recognition, Audit, Governance and Organisational Development.
- Assist with the management of interventions which may be required to support an NGB that is not delivering their strategies and maintaining standards.
- Assist in the preparation of responses to Media & General Public queries, Freedom of Information & Data Protection Requests, Parliamentary and Department Queries.
- Deliver programmes aimed at improving the operations of NGBs in Ireland.
- Work closely with all other operational Managers & Leads within Sport Ireland to ensure a fully integrated approach to engaging with NGBs.
- Act as the operational point of contact for NGBs and NGB Unit funded bodies.
- Act as an internal point of contact on Sport HQ which is one of the critical support services provided to NGBs.
- Provide reports & updates to the NGB /High Performance Management Team on request.
- Assist in the preparation of reports to the Senior Management Team, CEO, Board and relevant sub committees as required.
- Undertake any other ad-hoc duties and responsibilities from time to time which are appropriate for the position and the needs of the organisation.

## Role Requirements

### Qualifications and Experience

- Must have a minimum of 4 year's previous work experience in a relevant role within Irish sport.
- Good understanding of the Irish sports sector and relevant experience in developing & managing programmes in sport.
- Experience in funding programmes in a public service environment including monitoring & evaluation.
- Knowledge and understanding of the international sports environment.
- Must have experience of effectively managing projects and/or programmes on time and with agreed budget parameters.
- Experience of working as part of a team to deliver results within key timeframes.

### Person Specification

- Must be highly efficient, flexible, results focused and with a keen attention to detail and high standards in all business activity.
- Must be capable of presenting information verbally in a clear, concise and confident manner.
- Must be capable of building and maintaining healthy, effective and mutually respectful business relationships with all key stakeholders.
- Must have a high level of proficiency in MS Office (Word, Excel, PowerPoint, Outlook).
- Must have a commitment to innovation and continuous improvement in all business activity.
- Must have excellent planning & organising skills and be able to prioritise tasks effectively under tight deadlines.

### 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.