

ANTI-DOPING EDUCATION MANAGER

HIGHER EXECUTIVE OFFICER GRADE

Job Purpose

The Anti-Doping Education Manager is responsible for managing the development and implementation of an education and research strategy for the Anti-Doping Unit in accordance with Sport Ireland Strategy, National & International Anti-Doping regulations and the Sport Ireland Values in Sport programme.

Reporting To: Director of Anti-Doping & Ethics

Key Duties and Responsibilities

- Lead the Anti-Doping Unit's Anti-Doping Education Programme in accordance with the World Anti-Doping Agency's International Standard for Education. This will include the development, implementation, monitoring and evaluation of Sport Ireland's Anti-Doping Education plan.
- Manage and assist National Governing Bodies of Sport with their Anti-Doping Education strategies and their anti-doping education requirements under the World Anti-Doping Code and International Standard of Education.
- Manage the development and implementation of the Values in Sport project within Sport Ireland including the development of a suite of education resources for Values-Based Sport and Ethical Decision- Making in Sport.
- Manage the Anti-Doping Learning Management Systems and Sport Ireland's Medication Checker website and applications.
- Manage the NGB Anti-Doping Education Tutor network including maintaining, conducting continuous professional development, evaluation and monitoring of the network.
- Manage a suite of education resources for anti-doping education and other information policies and documents. This will include Sport Ireland's website, Anti-Doping Annual Review and related educational policies e.g Sport Foods and Supplement Policy.
- Ensure anti-doping knowledge is kept up to date and relevant by attending any appropriate National or International educational seminars when required, to ensure that Sport Ireland's education programme is a leading, world class programme.
- Ensure that Sport Ireland is positioned as the expert agency in its role to lead, develop and promote anti-doping education for sports in Ireland.

- Contribute to and lead research projects where necessary, both at National and International level.
- Assist in the preparation of updates for the Sport Ireland Board and Anti-Doping Committee.
- Cross collaboration with other Units within Sport Ireland in regard to training and education programmes as necessary.

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.

Person Specification:

Essential: Qualifications, Experience, Knowledge, Skills and Abilities

- Must have a relevant third level qualification
- Must have at least 3 years' prior professional experience working in an education & training / learning & development role
- Must have relevant prior professional experience in designing, delivering and evaluating education or learning programmes (online, classroom based or blended)
- Must have prior experience in administering a Learning Management System
- Must have excellent interpersonal skills and the ability to communicate effectively with a range of different stakeholders.
- Must be capable of presenting information verbally in a clear, concise and confident manner and must have excellent written skills, with a proven track record in producing high quality written reports
- Must be computer literate in MS Office
- Must have relevant knowledge of the sport environment in Ireland
- Must have a proven ability to work effectively as part of a team and on own initiative when required
- Must have experience of effectively managing projects and programmes on time and within agreed budget parameters
- Must be highly efficient, results focused, with a keen attention to detail and high standards in all business activity
- Must be capable of building and maintaining healthy, effective and mutually respectful business relationships with all key stakeholders

Desirable: Qualifications, Experience, Knowledge, Skills and Abilities

- Relevant prior professional experience working in the anti-doping area
- Knowledge of Values-Based Sport and of the broader ethical challenges in sport
- Knowledge of the work of the Anti-Doping Unit in Sport Ireland
- Ability to be discrete and effectively handle sensitive, confidential issues as required



- Ability to effectively display common sense and logic as required
- Knowledge of best practice, emerging trends and new technologies in the area of education, training, learning and development

Additional Information:

Contract: Full-time, permanent

Salary Scale: HEO Standard Scale (inclusive of two long service increments). 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.