

DIRECTOR OF EDUCATION AND FORMAL TRAINING ASSISTANT PRINCIPAL GRADE

Job Purpose

The primary purpose of the role will be to provide strategic leadership and guidance in the design, development, delivery and evaluation of formal education and training programs within Sport in Ireland. The Director of Education and Formal Training will play a critical role in ensuring that formal education and training pathways and programs remain relevant and effective in meeting the needs of our stakeholders. The role will also be responsible for ensuring the highest possible quality standards in formal education and training are achieved and maintained by leading the development and implementation of new quality assurance policies and procedures that will enhance our education and training offerings. This work will be essential in shaping the future of Sport Ireland's formal education and training programs.

The successful candidate will be the key driver behind Sport Ireland's formal education and training initiatives, with a primary focus on developing formal educational qualification opportunities for athletes, coaches, officials, administrators, and volunteers. They will lead the development and implementation of programs that will enable the sports sector in Ireland to achieve their ambitions by providing them with access to the best available formal education and training to reach their full potential. Success in this role will be measured by the ability to develop innovative services that meet the needs of stakeholders, including National Governing Bodies and Local Sports Partnerships, while setting and achieving Sport Ireland's priorities for formal education and training. Strategic vision and leadership will be essential in driving the overarching strategies that will guide the sports sector's development and improvement of formal education and training, enabling them to excel in their respective fields.

Reporting to: Director of Sport Ireland Coaching

Duties and Responsibilities

As the driving force behind Sport Ireland's formal education and training initiatives, this role will involve collaborating closely with all other relevant units responsible for delivering training and education programs, including but not limited to, the Organisational Development and Change Unit and the Anti-Doping and Ethics Unit. Together, you will work towards the common goal of ensuring that the sports sector in Ireland has access to the best possible formal education and training programs, tailored to meet their unique needs. This collaboration will be essential to achieving the goals outlined in Action 33 of the National Sports Policy 2018-2027, which places Sport Ireland at the forefront of developing a long-term strategy for education, learning, and development, including the training and development of an expanding and increasingly diverse workforce. This will ensure that Sport Ireland is empowered to develop sport education in the country to cover not only coaching but fitness industry courses, anti-doping issues, governance, and child protection. As a key player in this critical initiative, you will be responsible for driving the development and implementation of these programs, ensuring they meet the highest standards of quality and effectiveness, and providing strategic guidance to all relevant stakeholders.

- Develop and implement formal education programmes for athletes, coaches, officials, Volunteers, and administrators that lead to recognized and accredited qualifications on the National Framework of Qualifications (NFQ) and are referenced by the European Qualifications Framework (EQF).

- Lead the strategic vision for education and training initiatives at Sport Ireland, collaborating with other departments, stakeholders and members of Sport Irelands Education and Training Council to achieve these goals.
- Identify emerging trends and developments in the sports sector in Ireland and internationally and use this knowledge to develop and implement new education and training initiatives that meet the needs of stakeholders.
- Establish and maintain relationships with key stakeholders in the sports sector in Ireland and internationally to ensure that Sport Ireland's education and training initiatives are aligned with industry best practices and standards. Collaborate with National Governing Bodies and Local Sports Partnerships to ensure that education and training programs meet the evolving needs of the sports sector in Ireland.
- Develop and implement new quality assurance policies and procedures that enhance the effectiveness and efficiency of education and training programs. Ensure that all education and training programs meet the highest standards of quality and effectiveness and are tailored to meet the unique needs of the sports sector in Ireland.

Person Specification

Essential Skills, Qualifications, Knowledge, Ability, and Experience (must possess or be able to demonstrate the following):

- Must be highly efficient and results focused.
- Must have keen attention to detail and high standards in all business activity.
- Must be flexible and solutions focused on all business activities.
- Must have excellent interpersonal & communication skills –
 - Must be capable of presenting information verbally in a clear, concise, and confident manner.
 - Must be capable of producing impactful and high-quality business writing in all communication ranging from standard daily correspondence to comprehensive business reports for consideration by senior stakeholders.
 - Must be capable of building and maintaining healthy, effective, and mutually respectful business relationships with all key stakeholders.
- Must have a high proficiency in MS Office (Word, Excel, PowerPoint, Outlook).
- Must have a proven ability to work effectively as part of a team and on own initiative.
- Must have an enthusiastic approach to work and career.
- Must commit to innovation and continuous improvement in all business activities.
- Must have excellent planning & organising skills and be able to prioritise tasks effectively under tight deadlines.
- Must have experience in effectively managing projects and programmes on time and with agreed budget parameters.
- Must have knowledge of emerging trends, best practices, and technologies in Education and Training
- Must have a minimum of 3 years of previous professional experience in a relevant role.
- Experience in designing and delivering training programmes with quality assurance standards that meet the requirements of QQI accredited courses in the National Framework of Qualifications.

Desirable Skills, Qualifications, Knowledge, Ability, and Experience (some or all the following are desirable):

- Experience in introducing, operating, and optimising Education and Training in a workplace setting.
- Relevant qualifications relating to the role.
- Experience in designing and delivering training programmes (classroom / online).
- Experience in conducting learning needs analysis and developing related learning and development plans.
- Experience in designing and implementing quality assurance standards to support effective education and training practice.

Additional Information:

Salary Scale: Assistant Principal

Location: Sport Ireland, National Sports Campus, Snugborough Road, Blanchardstown, Dublin 15.
Or,
Sport Ireland Coaching Unit Office, Block 1, International Science Centre, National Technology Park, Limerick, V94 C61W.

If you would like to apply for this position, please send your CV in confidence to sportirelandjobs@orangerecruitment.ie . Closing date for applications is Monday 29th May 5pm.

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