

## **Equality, Diversity & Inclusion Manager**

### **Higher Executive Officer**

#### **Job Purpose**

The Equality, Diversity & Inclusion Manager will play a key role in delivering on Sport Ireland's commitments to equality, diversity and inclusion in sport. This role is key in developing Sport Ireland's strategic approach to advancing opportunities and removing barriers to participation in sport at all levels for people from diverse and underrepresented communities. The Equality, Diversity & Inclusion Manager will have responsibility for implementing the Sport Ireland Policy on Diversity and Inclusion in Sport, working with key stakeholders in the sport sector to ensure its success.

**Reporting To** Director of Ethics & Integrity

#### **Key Duties and Responsibilities**

- Lead on the management, implementation, monitoring and evaluation of the Sport Ireland Policy on Diversity and Inclusion in Sport.
- Develop, implement and manage projects, programmes or initiatives that fulfil the objectives as set out in the Sport Ireland Policy on Diversity and Inclusion in Sport.
- Ensure that Sport Ireland is positioned as the expert agency in its role to lead, develop and promote the participation of people from diverse and underrepresented communities in sport in Ireland.
- Provide support and manage relevant funding application processes.
- Support the auditing and evaluation of currently funded equality, diversity and inclusion initiatives.
- Promote and advocate policy links and strategic actions in areas of crossover between the work of Sport Ireland and that of other Government departments and organisations.
- Represent Sport Ireland on various working groups and at sector engagements.
- Develop and maintain positive relationships with various stakeholders at both a national and local level.
- Work with a variety of Sport Ireland units to support and embed equality, diversity and inclusion across the organisation.
- Advise on the development of future initiatives which will enhance the work of Sport Ireland with regard to equality, diversity and inclusion.
- Develop strategic partnerships and working relationships with others in the public and private sector to advance the work of Sport Ireland in the area of equality, diversity and inclusion.

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**

- The post-holder will be expected to have at least three years' experience in programme management in the area of sports participation, strategy development and implementation, and should be within a large organisation operating at national level.
- A high level of experience and understanding of equality, diversity and inclusion in sport, the barriers and challenges people from diverse and underrepresented communities may encounter, as well as programmes and initiatives that have been implemented in the past.
- A high level of experience and understanding of the sports sector, policy implementation, evaluation and monitoring.
- Excellent administration and organisational skills.
- Ability to work effectively on own initiative and in a team environment with commitment to personal and professional development.
- The ability to operate effectively at strategic and policy levels and to contribute analytical depth to Sport Ireland strategy and policies.
- A sound understanding of sport and the local and national infrastructure that influence involvement in sport by people from diverse and underrepresented communities.
- A strong back-ground in building and developing partnerships and alliances with a range of stakeholders.
- The ability to think and express complex issues clearly.
- Must have excellent interpersonal skills and the ability to communicate effectively with a range of different stakeholders.
- Attention to detail is essential and maintaining high standards in all business activities.
- Have excellent planning and analytical/interpretative skills.
- Be well-organised and work to strict deadlines, with the ability to manage and prioritise; different, and sometimes conflicting, workloads.

**The desired candidate will be:**

- Enthusiastic and highly motivated to perform at a high level, relishing the challenge of working within a small team.
- Experienced in managing multi-stakeholder projects.



- Flexible in their approach with strong problem-solving skills, a commitment to quality service and be personally trustworthy.
- Able to work independently and collaboratively, use their own initiative, and successfully deliver across a range of different projects and work activities at the same time.

**Additional Information:**

Contract: Permanent, Full Time.

Salary Scale: 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, Sport Ireland Campus, Snugborough Road, Blanchardstown, D15

**If you would like to apply for this position, please send your CV in confidence to [sportirelandjobs@orangerecruitment.ie](mailto:sportirelandjobs@orangerecruitment.ie) . Closing date for applications is 24<sup>th</sup> September 2024 5pm.**

Sport Ireland is committed to fostering an inclusive workplace which values and benefits from the diversity of the workforce. Sport Ireland is an equal opportunity employer of all qualified individuals. We actively welcome applications from people from all backgrounds and do not discriminate based on any protected groups. If you require reasonable accommodations to interview, please let us know and we will do our best to assist.

Sport Ireland is a Great Place to Work<sup>®</sup> Ireland.

