



**Partnerships Manager
Higher Executive Officer**

Job Purpose

This is a key management role to assist the Director of Participation in leading, developing and promoting sports participation and physical activity in Ireland through Sport Ireland's network of Local Sports Partnership (LSP). A key output for the successful candidate will be to deliver the on-going development and monitoring of the LSP network and other funded bodies and to coordinate the activities of the LSPs and other funded bodies in accordance with the Sport Ireland Statement of Strategy and Participation Plan.

Reporting To: Director of Participation

Key Duties and Responsibilities

- Assist the Director of Participation to oversee the strategic development of the LSP network and other funded bodies Active Disability Ireland, Age & Opportunity and Ireland Active, in line with Sport Ireland Strategic priorities
- Support the implementation of Local Sports Plans, in line with the National Sports Policy Action 8.
- Manage the administration of grant funding and payments to specific programmes. Ensure adherence to established financial procedures and the terms and conditions of the programmes for Sport Ireland Funding, Dormant Account Funding, Healthy Ireland, Sport Capital and any other sources secured.
- Assist the Director of Participation to develop and maintain positive relationships with various governmental and non-governmental stakeholders at both a national and local level.
- Support Sport Ireland's Governance unit with the implementation of good governance standards within LSPs and other funded bodies.
- Work closely with all Sport Ireland units as well as governmental and non-governmental agencies to enhance the development of the LSPs and other funded bodies.
- Assist the Director of Participation to develop annual budgets and corporate plans in line with Sport Ireland objectives in collaboration with the senior management team.
- Represent Sport Ireland Participation at National and Local events whilst championing the work of the network of LSPs and other funded bodies
- Collaborate with the Director of Participation in the routine planned delegation of specific responsibilities and tasks.
- Undertake other responsibilities as agreed from time to time with the Director of Participation.
- Manage a well-motivated and focused team to service the priorities of the Sport Ireland.

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 3 years' previous professional experience in a relevant related role.
- Must have 3 years' previous professional experience in effective stakeholder management
- Must have a third level qualification in sport or relevant discipline for this position.
- Must have effective people and relationship management ability.
- Must have experience in community development and engagement.
- Must have budgeting and financial tracking experience.
- Must have experience in governance.
- Must have proven leadership skills.
- Must have excellent interpersonal skills both written and verbal.
- Must have strong PC skills and knowledge of MS Office.
- Must have experience in multi-taking and prioritising tasks effectively and meeting tight deadlines.
- Must have the ability to work at times on their own initiative and be very organised.

Desirable: Qualifications, Experience, Knowledge, Skills and Abilities

- Enthusiastic and highly motivated
- Highly knowledgeable and experienced in the area of sports development and participation
- Capable of bringing innovation and experience/expertise from previous projects to bear on existing issues, making proposals for improvements and efficiencies where appropriate.

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 the 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

If you would like to apply for this position, please send your CV in confidence to sportirelandjobs@orangerecruitment.ie . The closing date for applications is Tuesday 16th September 2025, 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 accommodation for the interview, please let us know and we will do our best to assist.

Sport Ireland is a Great Place to Work® Ireland.