

## High Performance Programme Manager Higher Executive Officer Grade

### Job Purpose

Reporting day-to-day to the Director of High Performance, the High Performance Programme Manager will work as part of the High Performance Unit. They will support the work of the Unit across all of its areas of activity in accordance with the Sport Ireland Strategy 2023-2027 and the High Performance Strategy 2021-2032.

### Duties and Responsibilities

- Contribute to the management of programmes that will deliver Sport Ireland's contribution to the achievement of the specific recommendations detailed in the High Performance Strategy and the Paris Cycle System Review
- Contribute to the management of effective partnerships with other agencies and client organisations in a manner that supports and reflects Sport Ireland's objectives for high performance sport
- Contribute to the management of Sport Ireland's investment in high performance sport across all funding programmes, ensuring compliance with Sport Ireland's policy and procedures, and adherence to established financial controls
- Manage the administration and operation of Sport Ireland's High Performance Programme Funding, which is provided on a multi-annual basis to National Governing Bodies.
- Support the High Performance Unit in the operation and administration of the International Carding Scheme and other direct athlete funding schemes.
- Act as secretary to the High Performance Committee and facilitate regular meetings
- Manage personnel within the High Performance Unit including performance management reviews
- Assist with the high performance communications programme in accordance with the overall Sport Ireland policy. This will include assisting with parliamentary questions, speeches and other marketing requirements driven by the Communications Unit
- Assist the High Performance Director in all general strategic initiatives as may be in place from time to time such as performance management, project management and be able to offer views and opinions to further development
- Keep up to date on all matters relating to high performance in sports through attendance at world events, seminars, and conferences and reading appropriate journals, periodicals and other research papers

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.

### **Qualifications**

The post-holder will be academically strong with at least a primary degree. A post-graduate qualification in a relevant field would be a significant advantage.

### **Essential Knowledge, Skills & Experience**

3 years' experience in a related field in addition to the following:

- Highly efficient and results focused.
- Excellent attention to detail and high standards in all business activity.
- Excellent interpersonal & communication skills –
  - Capable of presenting information verbally in a clear, concise and confident manner.
  - Capable of producing impactful and high-quality business writing in all communication ranging from standard daily correspondence to the production of comprehensive business reports for consideration by senior stakeholders.
  - Capable of researching complex qualitative and quantitative data from various literary sources and synthesizing this information for reproduction in a clear and comprehensive manner (written & verbal) for the Unit Head as required.
  - Capable of building and maintaining healthy, effective and mutually respectful business relationships with all key stakeholders.
  - Capable of handling conflict and resistance.
  - Capable of handling sensitive information in a confidential manner.
- High level of proficiency in MS Office (Word, Excel, PowerPoint, Outlook).
- Proven ability to work effectively as part of a team and on own initiative.
- Commitment to innovation and continuous improvement in all business activity.
- Excellent planning & organising skills and be able to prioritise tasks effectively under tight deadlines.
- Experience of effectively managing projects and programmes on time and within agreed budget parameters.

### **Desirable Knowledge, Skills and Experience:**

- Understanding and knowledge of high performance sport
- Direct work experience in project management, strategic planning and programme evaluation
- A qualification or experience in accounting /budgeting or financial management
- A high level of experience in stakeholder engagement
- Experience of line managing staff.
- A full driving license and access to a car.



**Additional Information:**

**Contract:** Full-time, 9 month Fixed Term Contract.

**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, 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](mailto:sportirelandjobs@orangerecruitment.ie) . Closing date for applications is Tuesday 21<sup>st</sup> April 2026, 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<sup>®</sup> Ireland.

