

Coach Education Development Officer

Higher Executive Officer

Job Purpose: To lead and support the development, implementation and quality assurance of coaching, coach development and coach education systems across National Governing Bodies (NGBs), ensuring alignment with the Coaching Development Programme for Ireland (CDPI) and contributing to the long-term development of high-quality coaching across Irish sport.

Reporting To: Director, Sport Ireland Coaching

Key Duties and Responsibilities

- Liaise with and support NGBs in the development and implementation of Coaching Plans that support organisational objectives and align with the Coaching Development Programme for Ireland (CDPI).
- Provide strategic leadership and expert guidance on coach development, coach education and coaching system design
- Support the sports-specific implementation of the Coaching Development Programme for Ireland (CDPI) across assigned sports
- Work in partnership with NGBs in the design, delivery and review of coach education and coach development initiatives, creating opportunities for formal, non-formal and informal learning
- Support NGBs in the design, review and implementation of effective coaching pathways within their sport
- Support the delivery and ongoing development of the Coach Developer education suite, including programmes for Coach Developers and Coach Developer Assessors, ensuring consistency, quality and best practice in the preparation and support of coaches and Coach Developers.
- Implement and monitor the CDPI Quality Assurance policies and procedures within NGB coach education systems, including the approval, monitoring and review of coach education programmes and coach certification processes
- Provide guidance on the alignment of coach education programmes with the National Framework of Qualifications (NFQ) & QQI requirements, where applicable
- Design, develop and facilitate workshops and continuous professional development opportunities to enhance coaching practice across the sports sector.
- Contribute to research, innovation and technical development initiatives that inform coaching policy and practice.

- Identify emerging trends and best practice in coach development nationally and internationally.
- Lead and manage coach development projects and initiatives within agreed timelines and budgets.
- Develop and maintain effective relationships with NGBs and other key stakeholders
- Contribute to organisational planning, monitoring, evaluation and review processes
- Undertake annual, mid-year and quarterly planning and reporting activities for Sport Ireland Coaching and individual NGBs, including the preparation of reports, briefing materials and presentations for the Director of Sport Ireland Coaching, senior management, the Coaching Committee and the Sport Ireland Board.

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

- A relevant primary &/or post-graduate degree in sport, education, coaching or a related discipline.
- A minimum of 5 years relevant professional experience in a coaching, coach education, learning and development, sport development or a related field.
- Demonstrated experience in developing, delivering and evaluating coach education programmes, preferably within the CDPI
- Demonstrated experience as a Coach Developer, including the development and support of coaches
- Qualification in coaching, coach development or a related discipline
- Strong knowledge of the Irish coach education and sports system.
- Excellent written, verbal and presentation skills.
- Strong stakeholder engagement and relationship management skills
- Excellent planning, organisational and project management skills
- Strong analytical and problem-solving abilities
- Ability to work independently while contributing within a team environment
- High level of proficiency in MS Office applications (Word, Excel, PowerPoint, Outlook).
- Ability to manage competing priorities and deliver high-quality work to deadlines
- Strong attention to detail and commitment to quality
- Ability to maintain confidentiality and exercise sound judgement

Desirable Criteria

- Experience working within an NGB or similar sporting organisation
- Qualification or experience in developing Coach Developers
- Understanding of Coach Developer education methodologies
- Recent coaching/instructing experience.

Additional Information:

Contract: 12 Month Agency Contract.

Salary Scale: Higher Executive Officer 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: Based in either Sport Ireland Coaching, Suite 2, Block 1, International Science Centre, National Technology Park, Castletroy, Limerick, V94C61W or Sport Ireland, Sport Ireland Campus, Snugborough Road, Blanchardstown, D15 PN0N.

If you would like to apply for this position, please apply via this link - [Current Sport Ireland Opportunity – Orange Recruitment](#)

Closing date for applications is Thursday 24th September 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 accommodations to interview, please let us know and we will do our best to assist.

Sport Ireland is a Great Place to Work® Ireland.