

**Ireland Active- Get Ireland Swimming National Co-Ordinator**

Ireland Active, the national association for leisure, health and fitness are seeking a Get Ireland Swimming Co-Ordinator to join our team following a successful application in partnership with Swim Ireland for investment from the Department of Health and Pobal Fund (administered through Sport Ireland). The role is part of our strategy to engage in partnerships to get more people, more active, more whilst delivering on the National Physical Activity Plan's action to Get Ireland Swimming. This is a six-month contract with capacity for continuation beyond (subject to grant funding).

The ideal candidate will have knowledge of the aquatic leisure/swimming sector, with an interest in sport and physical activity and relevant experience in the industry.

**Contract Type:** 6 months full time

**Annual Salary:** €32,000 (pro rata)

**Location:** Ireland Active head office in Dublin. Due to some travel involved, a clean current full driving licence and own car is essential.

**Interviews:** Interviews for shortlisted candidates will take place the week of the 9<sup>th</sup> October 2017. (The successful candidate will need to be available to start work by the end of October.)

**Closing date:** Applications must be received no later than 5pm on Friday the 6<sup>th</sup> October 2017

If you would like to apply for the role of Get Ireland Swimming Co-Ordinator as indicated above, please send a CV outlining your qualifications and experience, a letter outlining your suitability and match to the requirements, together with the names and contact details of two people (Relatives or friends will not be accepted) who can comment on your suitability for this position (including your current or most recent employer). Referees will not be contacted without your permission.

Applications should be sent to [ceo@irelandactive.ie](mailto:ceo@irelandactive.ie) or by post to Conn McCluskey, Ireland Active, Irish Sport HQ, National Sports Campus, Blanchardstown, Dublin 15.

For further information on the role, please see the detailed job description and person specification and/or contact Conn McCluskey, 01-6251192.

Ireland Active is an equal opportunities employer and all applications will be treated in strictest confidence.

Successful candidates will only be offered the position subject to satisfactory Garda Vetting and completion of Safeguarding requirements.

**IRELAND ACTIVE GET IRELAND SWIMMING NATIONAL CO-ORDINATOR JOB DESCRIPTION**

<b>Responsible to:</b>	Ireland Active CEO
<b>Role</b>	The Ireland Active GIS National Coordinator will be the lead in coordinating with the Swim Ireland GIS National Coordinator and Ireland Active member leisure facilities. They will develop a national map of facilities and act as coordinator and facilitator for the project.
<b>Responsibilities</b>	<p><b>Responsibilities for the GIS Co-Ordinator will include but are not limited to-</b></p> <ul style="list-style-type: none"> <li>• creating and facilitating local and national links between facilities, Swim Ireland and schools</li> <li>• educating the facilities on the programme details and benefits to encourage engagement</li> <li>• marketing the GIS programme nationally</li> <li>• co-ordinating the evaluation</li> <li>• mapping the country to find gaps and opportunities for delivering the programme</li> </ul> <p><b>Stakeholders</b></p> <ul style="list-style-type: none"> <li>• Work with the Swim Ireland Co-ordinator to establish and develop links with local authorities, Local Sports Partnerships, swimming facilities, clubs, schools and others as required</li> </ul> <p><b>Other Duties</b></p> <ul style="list-style-type: none"> <li>• Produce monthly reports detailing progress</li> <li>• Other duties as requested</li> </ul>

IRELAND ACTIVE GET IRELAND SWIMMING CO-ORDINATOR PERSON SPECIFICATION		
	Essential	Desirable
<b>Qualification</b>		
Relevant third level qualification to degree level and relevant experience	✓	
Current and active drivers' licence	✓	
<b>Experience</b>		
At least 3 - 4 years' experience in the workforce	✓	
Experience of working within aquatic facilities/swim environment	✓	
An understanding of the sports and leisure environment		✓
Experience of working as part of a team	✓	
Experience of leading a project and seeing it through successfully	✓	
Experience of delivering successful programmes and/or events	✓	
Database use & budgeting	✓	
<b>Knowledge</b>		
Knowledge of sporting structures in Ireland and of the different sporting bodies including NGB,s, facilities, LSP's etc...	✓	
<b>Personal Qualities and skills</b>		
Comprehensive presentation, literacy, numeric and IT skills (Microsoft Excel, Word, PowerPoint, Database)	✓	
Strong interpersonal skills including the ability to liaise with a range of personnel and build relationships	✓	
Self-motivated, organised, enthusiastic and committed	✓	
Ability to report effectively	✓	
Ability to work on own initiative, under pressure and to tight deadlines	✓	
A strong team player	✓	
<b>Other</b>		
Willingness to travel	✓	
Ability to communicate effectively in English	✓	
Willingness to work unsocial hours	✓	
A current work permit, where required	✓	