



Swim Ireland Education Delivery Body Officer

Location: Swim Ireland, Irish Sport HQ, National Sports Campus, Blanchardstown, Dublin 15

Applications are invited for the post of Swim Ireland Education Delivery Body Officer.

Role: To support the implementation, delivery and on-going monitoring of the Swim Ireland Education Operational Plan for both Qualifications and the Continued Professional Development (CPD) programme.

Key Responsibilities and Areas of Accountability:

1. Implement and monitor Swim Ireland programmes such as Teaching and Coaching Qualifications and CPD. This will include planning, organisation, communications, marketing, delivery and review on a 32 county basis.
2. Feed into the operational planning process for all Education initiatives and programmes to ensure our programmes are fit for purpose and suit the needs of our infrastructure based on current programme delivery and feedback.
3. Build positive working relationships with key partners and stakeholders and our Education workforce (Tutors, Internal Verifiers etc) to ensure programmes delivery for Swim Ireland across the 32 counties.
4. Work closely with the Education Manager on the development of Online Learning, Education Sections on the Swim Ireland website and shop and manage the Swim Ireland Education Blog.

Salary: This is a salary post with a three years' full-time fixed-term contract, which includes a six months' probation period. The salary range is €28,000-€30,000 based on qualifications and experience.

Applying for this post: If you would like to apply for the role of the Education Delivery Body Officer as outlined above, please send a CV outlining your qualifications and experience; a letter indicating the essential qualities that you would bring to this post together with 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). Interviews to be held late September 2013 (after closing date) and successful candidate would be expected to take up the job immediately.

A detailed outline of the Job Description and Person Specification are attached.

Please submit your application either in writing to Paolo Di Paola, Swim Ireland, Irish Sport HQ, National Sports Campus, Blanchardstown, Dublin 15 or by email to learntoswim@swimireland.ie

Closing date for applications: Monday 16 September 2013

Swim Ireland is an equal opportunities employer



Job Description

Swim Ireland Education Delivery Body: Is the Education Body within Swim Ireland with responsibility for the delivery and organisation of Swim Ireland courses and events and the development of new programmes, initiatives and resources.

Role: To support the implementation, delivery and on-going monitoring of the Swim Ireland Education Operational Plan for both Qualifications and the Continued Professional Development (CPD) programme.

Main Areas of Work:

1. Implement and monitor Swim Ireland programmes such as Teaching and Coaching Qualifications and CPD. This will include planning, organisation, communications, marketing, delivery and review on a 32 county basis.
2. Feed into the operational planning process for all education initiatives and programmes, to ensure our programmes are fit for purpose and suit the needs of our infrastructure based on current programme delivery and feedback.
3. Build positive working relationships with key partners and stakeholders and our Education workforce (Tutors, Internal Verifiers etc) to ensure programmes delivery for Swim Ireland across the 32 counties.
4. Work closely with the Education Manager on the development of Online Learning, Education Sections on the Swim Ireland website and shop and manage the Swim Ireland Education Blog.

Specific duties/tasks:

1. Organise and support our Education and Learn to Swim programmes and courses.
2. Constant communications with course organisers, Swim Ireland Tutors, Swim Ireland Teachers and Coaches and Swim Ireland Members in general to maintain relationships with our Education and Learn to Swim infrastructure and to ensure quality customer service.
3. Day to day management of candidates' registration for courses and CPD Seminars, including processing of payments.
4. Organise and support the Education Manager in the development of our education resources.
5. Be responsible for communication initiatives, such as the Education section of Swim Ireland Ezine, bi-weekly update emails to the Education Database and update the Swim Ireland website of future developments, courses etc.
6. Plan, prepare and deliver presentations to a varied range of individuals on the benefits of Swim Ireland's Education Programmes to Swim Ireland accredited centres and throughout the aquatics industry.
7. Monitor course delivery through spot check course visits to ensure quality is maintained by Swim Ireland Tutors and the workforce.
8. Provide leadership, support and guidance to the Swim Ireland Tutors and Verifiers.
9. Provide updates as required on targets for the Swim Ireland Business Plan, budgeting process and any others as required.
10. Support the National Children's Officer in the implementation and organisation of Child Protection Courses (specific target Under 18s).
11. Support the marketing and promotion of Education initiatives.
12. Liaise with and report to Swim Ireland Staff and Board and Committees as appropriate.
13. Promote a positive image of Swim Ireland and Swim Ireland's aims and objectives.
14. Any other duties as required.



Education Delivery Body Officer - Person Specification

Skills and Qualities		Essential	Desirable
Qualification	Educated to Degree level or Leaving Certificate level with at least three years' full-time professional employment in an Education related area.	*	
	Aquatic qualification in Teaching and or Coaching to a minimum of a Swim Ireland Level 2 standard or equivalent.	*	
Knowledge and Experience	Experience working in a Club or Facility environment.		*
	Experience of working within an Education environment.	*	
	Experience of working as part of a team.	*	
	Experience of leading a project and seeing it through successfully (Project management skills essential).	*	
	Knowledge and experience in working across a range of aquatic disciplines.		*
	Knowledge and experience of working with Microsoft based programmes, Wordpress and other IT software.	*	
	An ability to deal with day to day finances (processing payments etc) Setting, monitoring and evaluating programmes. Ability to manage programmes.	*	* *
	Understanding of the Swim Ireland Aquatics Pathway (LTAD).		*
Personal Qualities skills	An ability to develop effective working relationships with a range of stakeholders, partners and staff/volunteers.	*	
	Comprehensive presentation skills in a variety of means.		*
	Self motivated, enthusiastic and committed.	*	
	Ability to report effectively.	*	
	Ability to work on own initiative, under pressure and to tight deadlines.	*	
Other	Willingness to work unsocial hours.	*	
	Willingness to travel to and between a number of different work locations and the ability to be flexible to suit the nature of the industry we work in.	*	
	Ability to communicate effectively in English.	*	
	Comprehensive Literacy and numeric skills.	*	
	Current and clean drivers' licence (This person will be expected to travel).	*	