



## **Swim Ireland Competitions Officer (Full Time)**

A very exciting opportunity has arisen in Swim Ireland for a dynamic, organised and experienced individual to lead in the delivery of Swim Ireland National Competitions. The **Competitions Officer** will play a key role in the delivery of a busy National competition calendar of events for Swim Ireland and its members.

Swim Ireland is the National Governing Body for the Aquatic Disciplines in Ireland, recognised as such by the Irish Government, Sport Ireland, Sport Northern Ireland, the Olympic Council of Ireland and FINA and LEN, the World and European Aquatic Governing Bodies.

### **Some Key Responsibilities for the role include:**

- Responsible for all aspects of National Competition event planning and delivery including the co-ordination of staff and volunteers
- Liaising with and managing relationships with facilities and suppliers
- Managing the budgets for each competition
- Responsible for the co-ordination of the National aquatic calendar
- Attend meetings with relevant National Committees
- Support the delivery of the National meet licensing programme
- Support the National Officials Committee and Education Department in training and developing Meet Officials and in the implementation of the Officials Development Plan

If you would like to apply for the role of Swim Ireland Competitions Officer as indicated above, please send a CV outlining your qualifications and experience and a brief cover letter outlining your suitability to the role, 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).

Please submit your application to Adam Cox, Swim Ireland, Irish Sport HQ, National Sport Campus, Abbotstown, Dublin 15. or applications can be submitted electronically to [recruitment@swimireland.ie](mailto:recruitment@swimireland.ie)

**Closing date:** Applications must be received no later than 5pm Friday the 20<sup>th</sup> 2017

**Interviews:** Interviews for shortlisted candidates will take place on Tuesday the 31<sup>st</sup> October 2017

**Contract Type:** 3 Year Fixed Term (Full Time)

**Vetting:** Garda vetting will apply

**Salary:** Remuneration will be dependent on qualifications and experience

**Base location:** Swim Ireland Head office, National Sports Campus, Abbotstown, Dublin 15

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

**SWIM IRELAND COMPETITIONS OFFICER**

<b>Reports to</b>	Membership Manager
<b>Role</b>	To lead in the delivery and organisation of Swim Ireland's National competitions programme and many different initiatives supporting the competitions pathway within Ireland.
<b>Responsibilities</b>	<p><b>Responsibilities for the Competitions Officer will include:</b></p> <p><b>National Competitions</b></p> <ul style="list-style-type: none"> <li>• Responsible for all aspects of National Competition event planning and delivery including the co-ordination of staff and volunteers (before, during and after competition) within an agreed budget</li> <li>• Ensure that all technical aspects of National Competitions, as agreed by the National Technical Committee and other relevant people are delivered</li> <li>• Managing the budget for each competition and for delivering on the targets for merchandise sales for each competition</li> <li>• Undertake yearly competition review</li> <li>• Liaising with and building relationships with facilities and suppliers</li> <li>• Booking of all venues, accommodation and ancillary services as required in the event plan</li> <li>• Attend meetings of The National Swimming Technical Committee</li> </ul> <p><b>Swim Ireland Officials</b></p> <ul style="list-style-type: none"> <li>• Liaise with the Officials Committee in compiling the Officials Roster including the co-ordination of assessments for technical officials</li> <li>• Support the National Officials Committee and Education Department in training and developing Meet Officials and in the implementation of the Officials Development Plan</li> <li>• Attend meetings of National Officials Committee</li> </ul> <p><b>Meet Licensing</b></p> <ul style="list-style-type: none"> <li>• Liaise with Meet Licensing Coordinator around the Meet Licensing programme.</li> <li>• Attend meetings of National Meet Licencing Committee</li> </ul> <p><b>Other</b></p> <ul style="list-style-type: none"> <li>• Responsible for the co-ordination of the National Aquatic Calendar</li> <li>• Responsible for following up on actions arising from the meetings of the relevant groups ensuring there is a coordinated approach regarding Swim Ireland competitions</li> <li>• Other duties as required</li> </ul>

**SWIM IRELAND COMPETITIONS OFFICER PERSON SPECIFICATION**

<b>Selection Criteria including qualifications, knowledge and experience, and skills and attributes</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>		
Relevant third level qualification to degree level in Sports Development, Sports and Recreation, Event Management or at least 4 years relevant experience	✓	
Current and clean drivers' licence	✓	
<b>Knowledge and Experience</b>		
Detailed knowledge of aquatics and competition structure within Ireland	✓	
Experience in event management and operational delivery	✓	
Track record of delivering to target and budget within a deadline driven environment	✓	
Experience of working as part of a team	✓	
Experience in working within a swimming club or at a regional/national level.		✓
Knowledge of Hy-tek software		✓
<b>Skills and attributes</b>		
Strong interpersonal skills including the ability to liaise with a range of personnel (e.g. swimmers, professionals, coaches, officials and parents,) and build relationships	✓	
Comprehensive literacy, numeric and IT skills (Microsoft Excel, Word, PowerPoint, Database)	✓	
Ability to be self-starting and take ownership of challenges	✓	
Capable of working independently, and having responsibility as an individual	✓	
Ability to report effectively	✓	
Strong planning and organisational skills, to include attention to detail.	✓	
<b>Other</b>		
Ability to communicate effectively in English	✓	
Willingness to work unsocial hours/weekends	✓	
Willingness to travel to and between a number of different work locations	✓	