

## **Sport Ireland ASPIRE Programme**

### **ASPIRE Graduate**

<b>Organisation:</b>	Swim Ireland
<b>Location:</b>	Irish Sport HQ, Sport Ireland Campus, Blanchardstown, Dublin 15
<b>Contract Length:</b>	11 month contract
<b>Full time / Part time:</b>	Full time
<b>Salary:</b>	€26,620 (per annum – pro rata over 11 months)
<b>Application closing date:</b>	Sunday 29 <sup>th</sup> January 2023 with interviews to be held the week of 6 <sup>th</sup> February 2023
<b>Programme duration:</b>	Feb 2023 – Jan 2024

#### **The Sport Ireland ASPIRE Programme**

ASPIRE is a graduate employment programme that is being funded by Sport Ireland. This programme has been approved by Government with support from the Dormant Accounts Fund. The aim of this programme is to enable a number of recently qualified sport and physical activity graduates to gain relevant experience working in the sports sector and to develop relevant skills and knowledge. The successful graduate will receive an 11 month contract and will work directly for Swim Ireland. Swim Ireland are responsible for the recruitment and selection of the graduate.

#### **Swim Ireland**

Swim Ireland is the National Governing Body (NGB) for Swimming, Water Polo, Diving and Artistic Swimming across the 32 counties of Ireland, with a vision of 'An island of swimmers'. We exist to ensure swimming is at the heart of a healthy, active nation. We promote participation and competition in the aquatics, listen to our members and the voice of our athletes, strive for excellence in all we do, and ensure our sport is well governed. For further information, please see our website at [www.swimireland.ie](http://www.swimireland.ie).

Swim Ireland are delighted once again to be partnering with Sport Ireland for this fantastic graduate employment programme.

This is an exciting time for a Graduate to join our Team at Swim Ireland as we:

- Embark on the second year of our 5-year strategy with many exciting initiatives and developments planned.
- Are preparing our athletes for selection for the Paris 2024 Olympics and the European and World Championships in the lead up to it.
- Are preparing to host the inaugural LEN European U23 Swimming Championships in 2023 at the Sport Ireland Campus in August 2023 and this event will be running in addition to our many national competitions.
- Are delivering participation programmes to provide greater opportunities to learn to and enjoy swimming and to create an island of swimmers.
- Are providing new ways for people to develop a career in aquatics.
- Are supporting our clubs to continue to recover from Covid19 and ensuring strong structures and governance is in place

Swim Ireland selection process aims to ensure that we get the right people recruited into the right role. We want to ensure that you have the best opportunity to display your skills and experience. Swim Ireland has identified Core Values that we consider to be integral to delivering exceptional service to our stakeholders. These Core Values are

- Skills, Professionalism, Knowledge
- Wellbeing & Inclusivity
- Integrity and Excellence in Governance
- My Passion, Our Vision
- Teamwork & Collaboration

If selected for interview, you will be provided with a candidate support pack giving you information and guidance on the selection process.

### **Job Summary**

The role of the ASPIRE Graduate will be to support and coordinate programmes and projects in liaison with the organisation's business departments/units, stakeholders and volunteers. The successful individual will perform a wide range of administrative duties to support the organisation. This placement offers the successful graduate a significant opportunity to gain relevant experience and to potentially advance their career in the sports sector. Previous experience in a similar role is **not** required.

### **Key Job Duties & Responsibilities**

- To support the team / organisation in achieving project / programme objectives.
- To coordinate and have direct responsibility for a project or a specific set of tasks related to a project / programme.
- Over the course of the 11 months with Swim Ireland, Swim Ireland wants to offer the successful Graduate the opportunity to get an all-round feel for the work of the National Governing Body and experience with different disciplines within the organisation. With that in mind, the Graduate will rotate between various departments during their time and some of the projects that the Graduate may work on are listed below:
  - Support the delivery of our national competitions and the LEN European U23 Swimming Championships, gaining 'hands on' delivery experience. The Graduate may also have an opportunity to work with Water Polo providing administrative support for national cups and national leagues. Working within these teams will also afford the Graduate the opportunity to attain experience in working on a database and working in the digital promotion of our Sport to include Water Polo and our 'Me and the Water' membership category.
  - Support a safeguarding audit of clubs which would provide a grounding in safeguarding standards, the structure and make up of clubs and committees, vetting and safeguarding training requirements, communication with various parties, both internally and externally, dealing with issues relating to compliancy and encouraging an accuracy of information.



SPÓRT ÉIREANN  
SPORT IRELAND



ciste na  
gcuntas díomhaoin  
the dormant  
accounts fund



- Support the various participation programmes including the open water programmes and events and the 'pop-up pool', which would provide experience in project management, planning, liaising with a variety of individuals from employees to volunteers to LSPs and other external bodies. Again within this department, there is an opportunity to work around the digital support and promotion.
- Provide central administrative support capacity which would allow the Graduate an opportunity to develop IT and personal relationship skills both internally (staff) and externally (customers, tutors, coaches) in addition to time and project management. This work would also give an excellent grounding in office-based tasks in terms of accuracy, attention to detail and team work in gaining experience across sectors such as Operations and Finance.

### Essential Requirements:

*The graduate must:*

- Have graduated with a Master's or Primary Degree in the area of Sport or Physical Activity in 2021 or 2022.
- Be currently unemployed i.e. not in current employment.
- Be available for the 11 month contract duration.
- Be eligible to work in Ireland on a full-time basis.
- Have a full clean driving licence and access to a car.

**To apply, please send a CV and cover letter to [chloekinahan@swimireland.ie](mailto:chloekinahan@swimireland.ie) with the subject Aspire Graduate Programme. The closing date for applications is midnight Sunday 29<sup>th</sup> January with interviews to be held the weeks of 6<sup>th</sup> and 13<sup>th</sup> February 2023.**

**Swim Ireland is an Equal Opportunities Employer – we would particularly welcome applications from black & minority ethnic candidates, who are currently under-represented in the Swim Ireland team as a whole. We always appoint on merit**