



Swim Ireland – Participation Support Officer

Swim Ireland is the National Governing Body (NGB) for Swimming, Water Polo, Diving and associated Aquatic Disciplines on the island of Ireland. Swim Ireland’s Head Office is based at Irish Sport HQ, Sport Ireland Campus, Blanchardstown, Dublin 15 with circa 50 employees. Swim Ireland’s remit as a Governing Body is to increase participation, run the competitive aspect of our sport and to provide a framework for regulation.

Swim Ireland, and in particular, the Participation Department’s vision is 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.

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| Job Title | Participation Support Officer |
| Roles and responsibilities of the Participation Programmes Officer | <p>The Participation Support Officer will primarily provide support to the Pop-Up Pool project and will provide support to the open water programmes and events, school and community programs and other programmes delivered by the participation department.</p> <p>Responsibilities</p> <p>Pop-Up Pool operations</p> <ul style="list-style-type: none"> • Dealing with customers and resolving any queries / time changes / refunds in timely fashion • Liaise with schools and groups on the details of their booking. • Communicate with customers regarding timetable changes, class amendments/cancellations etc. • Communicate with the pool staff contractors on their weekly schedule and their availability for the month ahead. • Track and process invoices and refunds. <p>Stakeholders</p> <ul style="list-style-type: none"> • Maintain links with Local Sports Partnership officers at the Pop-Up pool locations. • Liaise with schools and community groups. <p>Education</p> |

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| | <ul style="list-style-type: none"> Support the delivery of training to Swim Ireland programme staff, contractors and volunteers working on School programmes. <p>Other Duties</p> <ul style="list-style-type: none"> Ensure evaluations are completed and prepare the stats for the Pop-Up Pool evaluation report. Support the production of the Pop-Up Pool evaluation report. Other duties as requested. | | |
| Key skills/qualifications | | | |
| Working Hours Full-time / Part-Time | Part time | If Part-time, state specific days / hours per week | Part time role - specific hours to be agreed – expected to be 20-24 hours per week at rate of €14 per hour |
| Employment | <ul style="list-style-type: none"> The employee will initially be employed by Swim Ireland on a 12 month contract. The employee will report to Swim Ireland Pop-Up Pools Manager. | | |
| Employer | Swim Ireland | | |

Position Location: Swim Ireland Head Office, Sport Ireland Campus, Blanchardstown, Dublin 15. Some level of hybrid working will be permitted but is dependent on the requirements of the business. Occasional travel to the Pop Up Pools locations will be required so applicants should have a full clean driving licence and access to a car.

Start: Immediate Start

Appointment will be made subject to satisfactory: **Garda Vetting; and suitable reference checks.**

Applications, to include CV and Cover Letter, should be made for the attention of the HR Manager - chloekinahan@swimireland.ie

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.

At Swim Ireland, we are dedicated to building a diverse, inclusive, and authentic workplace, so if you're excited about this role but your past experience doesn't align perfectly with every element in the job description, we encourage you to apply anyway. You may be just the right candidate to for this or other roles. 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.

Swim Ireland is an Equal Opportunities Employer.