

## **Director of National Governing Bodies**

### **Assistant Principal Grade**

#### **Job Purpose**

Reporting to the Sport Ireland Senior Director of High Performance and National Governing Bodies (NGB's). Sport Ireland places the NGBs at the centre of Irish sport and is committed to developing a strong and diverse NGB sector. NGBs are the key delivery agencies for Sport Ireland in the achievement of its strategic and operational goals. The focus of the NGB Unit is supporting these sporting bodies in the development of sustainable and effective sports structures. The aim is to constantly improve the quality of services provided and the quantity of participants involved in sport and physical activity in Ireland.

**Reporting To:** Senior Director of High Performance and National Governing Bodies

#### **Key Duties and Responsibilities**

The Director of National Governing Bodies will have the following principal duties and responsibilities:

- Lead and manage all relevant annual funding programmes including NGB Core, Women in Sport, Events and Dormant Accounts.
- Manage employee performance and engagement of the Unit.
- Effectively manage the budget of the Unit.
- Ensure NGBs comply with all funding Terms & Conditions and with all required governance standards.
- Devise and implement policy and programmes aimed at improving the operations of NGBs in Ireland.
- Lead on Monitoring and Evaluation of the outcomes of the investment processes including the Mid-Year Review.
- Manage the Recognition Process for applicant organisations and ensure that the Recognition Criteria are up to date and fit for purpose.
- Take a lead role in the various programmes that support the NGB sector including Audit, Governance and Organisational Development.

- Ensure a fully integrated approach across all operational Units within Sport Ireland.
- Lead any programme or intervention which may be required to support an NGB that is not delivering their strategies and maintaining standards.
- Work with Sport Northern Ireland on a shared strategic approach to the development of all island NGBs.
- Maintain good working relationships with NGBs. Generally, this involves working with the CEO and, if and when required, with the President or Chairperson to the board of the NGB.
- Provide reports to the board on request and regularly to the relevant sub committees.
- Attend Audit Committee Meetings and provide details were required.
- Contribute to strategic planning, financial planning, risk assessments, IT policy, HR and IR issues as they may arise.
- Ensure compliance with Sport Ireland and Public Sector policies and standards.
- Assume a public affairs and communications role and attend Oireachtas Committees, certain media and communications duties and representing Sport Ireland at various events.

This is not an exhaustive list, and the role will include any duties required by Sport Ireland from time to time which are appropriate for the position and the needs of the organisation.

### **Person Specification:**

#### **Essential: Qualifications, Experience, Knowledge, Skills, and Abilities**

- The post-holder will be academically strong with at least a primary degree in a relevant field.
- Must have a minimum of 4 year's previous work experience in a relevant senior role within Irish sport.
- Experience in NGB sector is advantageous.
- Deep understanding of the strategic requirement of the Irish sports sector and relevant experience in developing strategies and business plans and programmes in sport.

- Knowledge and understanding of governance, finance and business models relevant to the NGB sector.
- Understanding of the Irish public service framework.
- Experience in funding programmes in a public service environment.
- Experience in monitoring and evaluation of programmes.
- Knowledge and understanding of the international sports environment.
- Must have experience of effectively managing projects and/or programmes on time and with agreed budget parameters.
- Experience of leading and developing a team to deliver results within key timeframes.
- A full, clean driving license.

### **Desirable Qualifications, Experience, Knowledge, Skills and Abilities.**

#### **The desired candidate:**

- Must be highly efficient, flexible, results focused and with a keen attention to detail and high standards in all business activity.
- Must be capable of presenting information verbally in a clear, concise and confident manner.
- Must be capable of producing impactful and high-quality business writing in all communication ranging from standard daily correspondence to the production of comprehensive business reports for consideration by senior stakeholders.
- Must be capable of building and maintaining healthy, effective and mutually respectful business relationships with all key stakeholders.
- Must have a high level of proficiency in MS Office (Word, Excel, PowerPoint, Outlook).
- Must have a commitment to innovation and continuous improvement in all business activity.
- Must have excellent planning & organising skills and be able to prioritise tasks effectively under tight deadlines.

**Additional Information:**

**Contract:** Full-time, Permanent Role.

**Salary Scale:** Assistant Principal Standard Scale. The appointment will be made on this scale at a point in line with current Government Pay Policy. New entrants to the public sector commence on the first point of scale.

**Location:** Sport Ireland, Sport Ireland Campus, Snugborough Road, Blanchardstown, D15

If you would like to apply for this position, please send your CV in confidence to [sportirelandjobs@orangerecruitment.ie](mailto:sportirelandjobs@orangerecruitment.ie) . Closing date for applications is Wednesday, July 3<sup>rd</sup> 2024, 5pm.

Sport Ireland is committed to fostering an inclusive workplace which values and benefits from the diversity of the workforce. Sport Ireland is an equal opportunity employer of all qualified individuals. We actively welcome applications from people from all backgrounds and do not discriminate based on any protected groups. If you require reasonable accommodations to interview, please let us know and we will do our best to assist.

Sport Ireland is a Great Place to Work® Ireland.