



Anti-Doping Education Executive Executive Officer Grade

Job Purpose

To support the anti-doping education remit with the development and delivery of anti-doping/clean sport education. To develop and support projects and initiatives and work in collaboration with other business units and external stakeholders such as Local Sport Partnerships, National Governing Bodies, Government Departments, WADA, and Council of Europe.

Reporting To: Anti-Doping Education Higher Executive

Key Duties and Responsibilities

- Lead and co-ordinate the development and implementation of several innovative clean games education projects and initiatives.
- Develop and support strong working relationship with the National Governing Body (NGB) anti-doping officers (ADOs), who are key in the anti-doping infrastructure in Ireland.
- Coordinate administrative processes for the anti-doping compliance element of funding grants provided by the NGB unit to the NGB network.
- Support the development and co-ordination of key areas as directed by the WADA International Standard of Education.
- Assist with the review and evaluation of the current anti-doping education model.
- Assist in the development of a communications plan and campaign for clean sport education.
- Delivery of clean sport education workshops to athletes, support personnel, NGB staff, parents & guardians nationwide both in person and online.
- Assist with the review and redevelopment of the Sport Ireland anti-doping e-learning.



- Organise meetings, events, seminars (both online and in person) with key stakeholders on clean games education.
- Compile periodic reports and presentations on unit activity as required.
- Provision of administrative support in the areas of Freedom of Information, Data Protection, Risk Management, Legal Affairs, Audit, Standards in Public Office returns and Insurance and other areas of corporate services or governance as required.
- Support the administration of the Unit's budget, ensuring adherence to established financial controls.
- Represent Sport Ireland at events and meetings as appropriate (including some out of hours and weekend work).

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

- Third Level Qualification.
- Minimum of 1 years' relevant experience.
- Ability to work effectively as part of a team and on own initiative.
- Excellent Administration and Organisational skills.
- Excellent presentation and written communications skills.
- Ability to build strong working relationships and communicate confidently with individuals at all levels within the organisation and with external stakeholders.
- High level of efficiency and results focus with ability to work to tight deadlines.
- Strong attention to detail.
- A high level of proficiency in MS Office (Word, Excel, PowerPoint, Outlook).

Desirable: Qualifications, Experience, Knowledge, Skills and Abilities

- Experience working in a busy office environment.





- Understanding of the key concepts underpinning the anti-doping agenda.
- Knowledge and experience in the following areas: education and training, marketing, communications, PR.
- Creative and Innovative with an ability to think critically and independently to bring new perspectives to bear on the participation function.
- Analytical skills including a capacity to solve problems and make clear and realistic decisions.
- Full driver's license and access to own transport.

Additional Information:

Contract: 1-year fixed term, agency contract.

Salary Scale: EO 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 Campus, Snugborough Road, Blanchardstown, Dublin 15

If you would like to apply for this position, please send your CV in confidence to sportirelandjobs@orangerecruitment.ie . Closing date for applications is Tuesday the 6th August 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.

