

National Governing Bodies Manager**Higher Executive Officer****Job Purpose:**

Reporting day-to-day to the Director of National Governing Bodies, the National Governing Bodies Manager will work as part of the Sport Ireland NGB Unit. They will manage Sport Ireland's engagement with the National Governing Bodies of Sport including the lead role in the management of relevant grant programmes.

Reporting to: Director of National Governing Bodies

Key Duties and Responsibilities:

- Manage effectively the ongoing strategic relationships with Sport Ireland recognised National Governing Bodies of Sport (NGBs), providing advice, support, and assistance as required.
- Manage and administer core NGB grant schemes, ensuring strict adherence to the terms and conditions of the programmes, established financial procedures, and compliance requirements.
- Lead specific projects relating to the NGB sector including management and coordination of any on-going liaison processes.
- Lead the NGB Recognition Programme.
- Act as the secretary to the Sport Ireland Grants and Eligibility Committee, facilitating meetings, preparing documentation, and ensuring smooth operation.
- Support the compilation of responses to parliamentary questions, public queries, and other relevant correspondence, ensuring accurate and timely communication.
- Support the area of Women in Sport including any WIS grant schemes for NGBs.
- Liaise with all Sport Ireland operational units to ensure cohesive and effective engagement with NGBs across the organisation.
- Manage the Unit's budget in accordance with established financial controls, ensuring efficient and responsible use of resources.
- Manage the Unit's staff to ensure they are motivated, trained and developed in accordance with Sport Ireland's HR policies.
- Ensure a strategic approach is adopted to the development of sport in Ireland in line with the Sport Ireland Strategy and the National Sports Policy.
- Undertake any other ad-hoc duties and responsibilities as required from time to time.

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. A post-graduate qualification in a relevant field would be a significant advantage.
- 3 years' experience in a related field.
- Highly efficient, results focused and with a keen attention to detail and high standards in all business activity.
- Solutions focused in all business activity.
- Must have excellent interpersonal & communication skills –
 - Capable of presenting information verbally in a clear, concise and confident manner.
 - 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.
 - Capable of researching complex qualitative and quantitative data from various literary sources and synthesizing this information for reproduction in a clear and comprehensive manner (written & verbal) for the Unit Head as required.
 - Capable of building and maintaining healthy, effective and mutually respectful business relationships with all key stakeholders.
 - Capable of handling conflict and resistance.
 - Capable of handling sensitive information in a confidential manner.
- A high level of proficiency in MS Office.
- A proven ability to work effectively as part of a team and on own initiative.
- An enthusiastic approach to work and career.
- A commitment to innovation and continuous improvement in all business activity.
- Excellent planning & organising skills and be able to prioritise tasks effectively under tight deadlines.
- Experience of effectively managing projects and programmes on time and within agreed budget parameters.

Desirable: Qualifications, Experience, Knowledge, Skills and Abilities:

- Direct work experience in project management, strategic planning and programme evaluation.
- A qualification or experience in accounting /budgeting or financial management.
- A high-level experience in stakeholder engagement.
- Experience of line managing staff.

- A full driving license and access to a vehicle.

Additional Information:

Contract: Full Time, Permanent.

Salary Scale: Higher Executive Officer 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. The closing date for applications is Thursday, 24th October 2024 at 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.