

**Trainer of Coach Developer Support  
Executive Officer Grade**

**Job Purpose**

To support the delivery, coordination and management of Coach Developer and Coach Developer Assessor education and training across National Governing Bodies.

**Reporting To:** Coach Developer Programme Lead Officer.

**Key Duties and Responsibilities**

- Provide support to the Sport Ireland Coaching Coach Developer Team on the delivery, management, coordination and review of Coach Developer and Coach Developer Assessor education and training.
- Provide dedicated support to Coach Developers, Coach Developers Assessors and National Governing Bodies (NGBs) with a particular emphasis on supporting trainee Coach Developers to complete the Certificate in Sports Coach Development programme.
- Assist with the delivery of Coach Developer and Coach Developer Assessor programmes and workshops including the Certificate in Sports Coach Development programme, Coach Developer Assessor training and the provision of Continuous Professional Development (CPD) opportunities for Coach Developers and Coach Developer Assessors.
- Develop and facilitate relationships with NGBs for the ongoing development and support of Coach Developers and Coach Developer Assessors.
- Contribute to the development, implementation and review of the Coach Developer Annual Programme Action Plan.
- Use digital education and training technologies (e.g. Learner Management Systems) to support the delivery of education and training for Coach Developers and Coach Developer Assessors.

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**

- Coach Developer qualification or equivalent.
- Coach Developer Assessor qualification or equivalent.
- Minimum five years' experience as a Coach Developer developing and supporting coaches in at least one sport.

- Excellent communication and presentation skills including written and verbal communication and the ability to communicate effectively with a range of different stakeholders.
- Must have creativity and problem-solving skills with strong attention to detail and ability to work to tight deadlines.
- Ability to work effectively on own initiative and in a team environment with commitment to personal and professional development.
- Must have a high proficiency in MS Office (Word, Excel, PowerPoint, Outlook) and experience of using education and training digital technologies such as Learner Management Systems to support the delivery of education and training.
- A full, clean driving license and access to a car.

**The desired candidate will be:**

- Enthusiastic and highly motivated to perform at a high level.
- Skilled in communicating effectively at all levels within an organisation.

**Additional Information:**

Contract: Full-time, permanent.

Salary Scale: 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 or Sport Ireland Coaching, National Technology Park, Castletroy, Limerick, V94 C61W.

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 22<sup>nd</sup> January 2025 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.