



Irish swimming in partnership with the Irish Sports Council's 'Women in Sport Initiative' is seeking to appoint a dynamic & enthusiastic individual to fill the post of Women in Sport Aquatics Development Officer (ADO). The successful individual will join one of Ireland's largest National Governing Bodies and will be part of a team of individuals that are radically shaping the future of aquatic sport in Ireland.

Post: Women In Sport Aquatic Development Officer (WIS ADO) 12 month contract (initially)

Background:

Swim Ireland (a company limited by guarantee) is the National Governing Body for swimming, water-polo, diving and associated aquatic disciplines in Ireland. The organisation was formed in 1893 and adopted the trading name of Swim Ireland in 1998. It incorporates the Irish Swimming Association, the Irish Water Polo Association and Swimming Teachers and Coaches in Ireland. It has over 12,000 members and 140 Affiliated Clubs. Its primary funding comes from money received from the Irish Sports Council, and members' affiliation fees. Swim Irelands' aims to foster and develop swimming, diving, water polo and associated aquatic disciplines, both competitive and otherwise and to promote the development of physical and social qualities that come from swimming and associated sports.

In June 2006 Swim Ireland was awarded funding under the Irish Sports Council's 'Women in Sport' Initiative to further develop the initial 2005 initiative which had started to encourage more female participation and encourage more female volunteers being involved in the aquatics. As part of this initiative we wish to appoint a full time WIS-ADO to help support the Director of Education in developing the Women In Sport Initiative through various projects running on a national basis and across a variety of disciplines. Swim Ireland is seeking to appoint the WIS – ADO in December 2006 ready to take up their position in the field in January 2007.

Job description:

The WIS-ADO will lead on implementing key projects nationally across many facets of the aquatics including coaching, governance, participation and organisation. The WIS-ADO will also work closely with the Director of Education in continuing to develop the Women in Sport Initiative projects ready to implement across Ireland.

Accountability:

The post will be accountable to the Swim Ireland Board. The post will be line-managed by the Director of Education and Development

Specific Duties:

- Continually promote a positive image of Swim Ireland and SI's aims and objectives to the general population within and outside of Ireland.
- Work to build positive working relationships with the SI membership and councils/pools operators to help build a swimming foundation, participation and performance pathway specifically focused at women and girls. These pathways will be across disciplines and in partnership.
- Support the Director of Education in developing a lifelong participation project, this will include the design, pilot, initial marketing, promotion of the programme and implementation and review of the programme.
- Roll out the participation element of the women programme, this will include the delivery of a learn to swim/healthy living programme. The candidate will have to work off of their own initiative in building relationships with pool managers, booking pool facilities, and organising promotional information. They will also be responsible in supervising the delivery in a safe enjoyable environment and develop a report/evaluation system.
- Work to develop and implement an education pathway for teachers/coaches/tutors and volunteers across the aquatics and as part of this process help to facilitate coach and volunteer education courses including a mentor/support programme specifically for women.
- Work with the Director of Education to ensure an increase in the number of women involved in the SI WIS initiative
- Maximise the investment in swimming through regional and local partnerships and provide advice and support to these partners in how best to achieve this in line with SI recommendations
- Help support clubs to recruit, recognise and retain female volunteers in the sport
- Consult with the National Children's Officer on a regular basis in regards to best practice in Child Welfare

Key tasks will include:

- Attend related meetings with clubs, regions, SI committees, facility managers and any other outside organisations/bodies related to the job such as the ISC and the SCNI.
- Have some budget responsibility to deliver the women in sport proposed programme
- Record details and update a Women in Sport database regularly
- Assist in the organisation of a presentation evening for those involved in the Women in Sport initiative on an annual basis
- Write specific reports and updates when required for the Director of Education, the CEO, and the SI Board.
- Build communication links to promote the SI WIS initiative regularly

Person specifics:

| | ESSENTIAL | DESIRABLE |
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| Qualifications & Attainments | Educated to a degree level or equivalent in a related discipline or at least three years relevant professional experience in a sporting, development, health/leisure environment | Degree or equivalent in Sports/leisure related field. Previous experience in dealing with specific target groups from a sports development perspective A swimming specific qualification |
| Work & Other Experience | Some involvement/experience of at least one of the aquatic disciplines An overview of Swim Ireland– its purpose and role in Irish Sport Experience of working within the sports or leisure/health related industry Experience of working as part of a team Experience of working on own initiative An understanding of how SI clubs, councils and pool operators function Overview of how a sport's club functions Experience of setting a task/project and seeing it through | An in-depth understanding of Swim Ireland Experience of the Irish sporting landscape Experience in building participation pathways, to include an overview of the Long Term Athlete Development pathway and Long Term Recreation principles Some experience as a swimmer, volunteers/teacher or coach working within a swimming capacity Knowledge and experience across a range of aquatic disciplines Experience/involvement in the delivery of a Learn to Swim programme An appreciation in the different needs of adults and children Experience of tutoring Experience in developing sporting resources |

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| Skills | <p>Comprehensive literacy, numeric and IT skills</p> <p>An ability to present to a variety of groups in numerous settings</p> <p>An ability to undertake annual and medium term planning exercises.</p> <p>The ability to identify and adapt and implement best practice.</p> <p>Proven record of excellent relationship building</p> <p>Ability to be self-motivated</p> <p>Promotes swift and effective achievement of tasks and goals</p> <p>Developed leadership, communication and interpersonal skills</p> | <p>Clear record of motivation, leadership and management skills</p> <p>Comprehensive negotiating skills</p> <p>Can demonstrate comprehensive time management skills</p> <p>Experience in setting, managing and delivering to budgets</p> |
| Disposition & Personal Qualities | <p>Demonstrates high levels of self motivation</p> <p>Good problem of solving and decision making skills.</p> <p>Ability to assess priorities.</p> <p>Ability to meet deadlines and timescales</p> <p>Ability to work individually and as part of a team</p> <p>Self motivated, energetic and enthusiastic.</p> <p>Ability to relate to aquatic personnel and an ability to adapt to people in a vast range of circumstances</p> | <p>Good team player</p> <p>Ability to use initiative</p> <p>Has 'can-do' mentality</p> |
| Health | Satisfactory | |
| Transport | <p>Access to own transport</p> <p>Full drivers licence</p> | |

Contract:

The post is an initial 12 month contract with the possibility of future continuation, there will be a probationary period of six months.

Salary:

€30-33,000 depending on qualification & experience

Leave:

20 days per annum (1.66 days per month) in addition to statutory holiday's pro-rata

Hours of Work:

The employee's standard working week is currently 37 hours, although some out of hours work will be required including some early mornings, late evenings and weekend work.

Application and Contact:

Telephone: +353 1 6251129 (Main office contact number)

E-mail: education@swimireland.ie

Applications should include

- Full CV
- Detailed letter of application for the post including:
 1. Reasons for why you would like the job
 2. Experience that you may have in relation to being able to deliver on the specific duties of the WIS ADO.
 3. Describe your proven experience in meeting the essential and desirable person specification laid out as above

Applications should be marked 'Private & Confidential' and be addressed to Director of Education, Swim Ireland, Sport HQ, Park West, Dublin 12, Ireland

Closing Date: 5pm - Friday 17th November 2006