

<b>Job Title:</b>	High Performance and Operational Manager	<b>Job Category:</b>	Administration
<b>Department/Group:</b>	Administration/High Performance Program	<b>Hours:</b>	Full time with flexibility to meet the needs of the organisation.
<b>Location:</b>	Irish Sports HQ, Dublin	<b>Travel Required:</b>	Regular Travel Required
<b>Level/Salary Range:</b>	Senior Staff	<b>Position Type:</b>	Contracted Position for a period of 4 years, with a review within a 12 month period, Renewable.
<b>Certification:</b>	Degree qualification preferably Business or Sports Management		
<b>Internal Posting URL:</b>	www.pentathlon.ie/vacancies		

## Applications Accepted By: 11<sup>th</sup> November 2016

### EMAIL:

James.bailey@pentathlon.ie  
Subject Line: Attn: High Performance and Operational Manager Selection Committee

### MAIL:

High Performance and Operational Manager Selection Committee  
Pentathlon Ireland  
Irish Sports HQ  
National Sports Campus  
Abbottstown  
Dublin 15

### About Pentathlon Ireland:

Pentathlon Ireland is the national governing body for the sport of Modern Pentathlon for Ireland. Pentathlon Ireland has developed a global reputation since its formation in 2003. The High Performance program has developed two Olympic Athletes in 2012 and 2016, European Men's Champion in 2015, and World Cup Final Mixed Relay Champions in 2016. The High Performance Program works alongside our Youth Development and newly formed schools program to increase the development of Irish athletes within modern pentathlon. At present, Pentathlon Ireland is growing nationally and is entering a new chapter in the exciting story of the Federation both nationally and internationally.

### Job Description

#### ROLE AND RESPONSIBILITIES

Pentathlon Ireland is looking to appoint a High Performance and Operational Manager (HPOM) to lead the Federation through the next phase of growth and development. The HPOM will be expected to develop a strong working relationship with the Chairperson, Board, and coaching staff to ensure continued growth of modern pentathlon, which is enjoying recent international success.

The purpose of this role is to grow Pentathlon Ireland through the strategic development of both the national governing body and the High Performance Programme within Ireland. The role will encompass three key aspects:

1. Be responsible for the administrative, planning, and operations of Pentathlon Ireland and High Performance Program.
2. To increase the number of athletes participating in all levels of the Federation.
3. Be responsible for the growth and development of the Federation to maximise the growth of modern pentathlon within Ireland.

#### The successful applicant will be responsible for the following:

- Influence, develop and drive the strategic plan for the Federation in conjunction with the Board for 2017 – 2020

and beyond.

- Manage the Federation staff and develop the team by hiring new staff in line with required skills and experience to meet the Federation's objectives.
- Grow and diversify revenue streams, manage and activate commercial relationships and optimise the short and long term financial performance of the Federation.
- Prepare, in conjunction with other relevant personnel, grant funding applications, budgets and management accounts.
- Work closely with a wide variety of key Federation stakeholders including members, Government and its agencies as well as other relevant non-government & sporting organisations in Ireland and overseas.
- Ensure the Federation meets its audit obligations, legal and statutory requirements and any contracted obligations with partners.
- Administration of High Performance Program ("HPP") to enable athletes to train and compete internationally.
- Development of the national membership and registration database.
- Development and implementation of the national Athlete Development Model ("ADM").
- Develop selection criteria benchmarks for High Performance Program athletes and development programs in association with the HPP Coach.
- Review on-going assessments and monitoring of all Federation athletes, including the High Performance Program athletes from training and competitions.
- Organise domestic & international training camps for all Federation athletes across all disciplines.
- Develop relationship with Irish Institute of Sport for furthering the support service provided to HPP athletes.
- Oversee the coaching education initiatives and talent development structures.
- Design and implement strategy plan to further modern pentathlon within Ireland.
- Increase the corporate sponsorship of the Federation through strategic planning and offerings.
- Develop strategic partnerships with external parties and organisation to further the development of the sport.
- Represent the Federation at national and international association meetings.
- Develop and drive the media and marketing program for the Federation within Ireland and internationally.

#### **KEY PERFORMANCE INDICATORS**

- Ensure the growth and development of the Federation is met on an annual basis.
- Successfully grow the membership base on an annual basis.
- Develop national schedule within Ireland as part of the strategic plan.
- Ensure talent identification, coaching, and support structures in place are in line with the ADM.
- Build a successful relationship with the HPP Coach, Chairperson and Board members.
- Builds successful relationships with High Performance Program athletes and coaching/support staff.
- Work to grow relationships with other National Governing Bodies, especially within modern pentathlon feeder sports; Irish Pony club, Fencing Ireland, Athletics Ireland and Swim Ireland.

#### **KEY EXPERIENCE AND SKILLS REQUIRED**

- Minimum 2 years' relevant experience in the operation of national sporting body or business equivalent.
- Third level qualification, preferably in business or sports management.
- A strong understanding of the English language is essential and proven ability to communicate complex information, orally and in writing, in terms that are easily understood by a range of audiences.

#### **PREFERRED SKILLS**

- Excellent international communication skills.
- Excellent presentation skills with media experience.
- Excellent written reporting skills.
- Experience with Microsoft Office Suite.

- Financial Planning and Reporting Experience.
- Scheduling and Cost Scheduling Experience.
- Ability to lead and inspire others to achieve goals.
- Understanding of IT systems and programmes for sport.
- Ability to thrive in a pressure oriented environment with irregular and long hours.
- Personal integrity and the ability to invoke trust and respect from others.

**ADDITIONAL NOTES**

- Must have a full and unabridged passport for travel internationally on a regular basis for extended periods.
- Results Oriented.
- Self Motivated.
- Team Player.
- Self Confidence.
- Enthusiastic.

The successful candidate should have demonstrable experience of building and sustaining positive partnerships with a wide variety of stakeholders. Experience of motivating, leading and influencing change in a membership focused environment is desirable. Gravitas, strong interpersonal skills and an inclusive leadership style are key requirements, as is experience of implementing successful commercial strategy.

To apply or register your interest for this role, please send your CV together with a formal letter of application outlining your suitability and match to the requirements to Chairperson, James Bailey via email at james.bailey@pentathlon.ie no later than Friday 11<sup>th</sup> November 2016. Please also outline your current notice period and remuneration. Should you be successful in your application, you will be asked to supply two referees and confirm you are happy for us to contact them.

This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and may be amended in the light of the changing environment within Pentathlon Ireland.