



Swim Ireland Participation Officer

Swim Ireland, the National Governing Body for Swimming, Diving, Water Polo and Open Water Swimming in Ireland are seeking a Participation Officer to join our team following a successful application for investment from the Sport Ireland Dormant Accounts Fund. As part of a new four year strategy, this post will be integral to the launch and development of Swim Ireland's new Participation Strategy. This is a one year contract with capacity for continuation into 2018 and beyond.

The ideal candidate will have an aquatics and/or participation background, with knowledge of sport in Ireland and at least 4 years' relevant experience.

Contract Type: 1 Year full time

Salary: €33K - €35K

Location: Swim Ireland head office. Due to some travel involved, a clean current full driving licence and own car is essential

Interviews: Interviews for shortlisted candidates will take week beginning the 5th of December 2016

Closing date: Applications must be received no later than 5pm on Friday the 25th November 2016

If you would like to apply for the role of Participation Officer as indicated above, please send a CV outlining your qualifications and experience, a letter outlining your suitability and match to the requirements, together with the names and contact details of two people (Relatives or friends will not be accepted) who can comment on your suitability for this position (including your current or most recent employer). Referees will not be contacted without your permission.

Applications should be sent to recruitment@swimireland.ie or by post to Mary McMorrow, Swim Ireland, Irish Sport Hq, National Sports Campus, Blanchardstown, Dublin 15.

For further information on the role, please see the detailed job description and person specification and/or contact Mary McMorrow, Operations Manager: operations@swimireland.ie +353 (0)86 8362901

Swim Ireland is an equal opportunities employer and all applications will be treated in strictest confidence.

Successful candidates will only be offered the position subject to satisfactory Garda Vetting and completion of Safeguarding requirements.



SWIM IRELAND PARTICIPATION OFFICER JOB DESCRIPTION

Responsible to:	PR & Participation Manager
Role	To drive the development of Swim Ireland's Participation Programme
Responsibilities	<p>Responsibilities for the Participation Officer will include but are not limited to the delivery of the Swim Ireland Participation Strategy under the Dormant Accounts Fund to include the following:</p> <p>Schools</p> <ul style="list-style-type: none">• Implement a schools specific Learn to Swim Programme that has its outcome a targeted number of participants being able to swim 25m• Manage and organise the delivery of the schools specific programme to a targeted number of schools• Identify, promote and deliver Swim Ireland's Swim for a Mile Programme in a targeted number of schools• Develop and implement an Active Schools resource for swimming incentivising schools to support and deliver swimming <p>Local Communities</p> <ul style="list-style-type: none">• Develop and deliver a community based programme that will link young people/adults to their local pool• Introduce pathways for swimming, diving, water polo and open water swimming into communities <p>Stakeholders</p> <ul style="list-style-type: none">• Establish and develop links with local authorities, Local Sports Partnerships, swimming facilities, clubs, schools and others as required <p>Education</p> <ul style="list-style-type: none">• Organise the delivery of aquatics based programmes to staff working in targeted communities <p>Get Ireland Swimming</p> <ul style="list-style-type: none">• Work to develop and deliver a 'Get Ireland Swimming' Strategy which will be presented under the National Physical Activity Plan <p>Other Duties</p> <ul style="list-style-type: none">• Produce monthly reports detailing progress• Other duties as requested

SWIM IRELAND PARTICIPATION OFFICER PERSON SEPCIFICATION

	Essential	Desirable
Qualification		
Relevant third level qualification to degree level in Sports Development, Sports and Recreation, Health Promotion or other relevant disciplines and at least 4 years of relevant experience or 6 years relevant experience	✓	
Minimum of a Level 1 Teaching/Coaching Swimming Qualification		✓
Current and active drivers' licence	✓	
Experience		
At least 4 - 6 years' experience in the workforce (as above)	✓	
Experience of working within aquatic disciplines	✓	
An understanding of the sports and recreation environment and of motivating those sectors with lower participation characteristics to become involved		✓
Relevant experience in Sports/ Community Development/Health/physical activity/recreational development	✓	
Experience of working as part of a team	✓	
Experience of leading a project and seeing it through successfully	✓	
Experience working with young people	✓	
Experience of delivering successful programmes and/or events	✓	
Database use & budgeting	✓	
Knowledge		
Knowledge of sporting structures in Ireland and of the different sporting bodies including NGB,s, LSP's etc...	✓	
Personal Qualities and skills		
Comprehensive presentation, literacy, numeric and IT skills (Microsoft Excel, Word, PowerPoint, Database)	✓	
Strong interpersonal skills including the ability to liaise with a range of personnel (such as swimmers, professionals, teachers, coaches, tutors and parents,) and build relationships	✓	
Self-motivated, organised, enthusiastic and committed	✓	
Ability to report effectively	✓	
Ability to work on own initiative, under pressure and to tight deadlines	✓	
A strong team player	✓	
Other		
Willingness to travel to and between a number of different work locations	✓	
Ability to communicate effectively in English	✓	
Willingness to work unsocial hours	✓	
A current work permit, where required	✓	