



**BADMINTON
IRELAND**
WORK OPPORTUNITY - Coaching Officer

Job Title:	Coaching Officer
Reporting to:	Chief Executive Officer
Position type:	Full time
Location:	Based in Dublin

JOB PURPOSE

Badminton Ireland are seeking to recruit an exceptionally well organised individual to join the Coaching Department and contribute towards our vision to establish a world leading coaching system for the education, development and performance of both coaches and players, whilst continuing to produce world class badminton players.

Based at the Badminton Ireland Head Office in Dublin, the successful candidate will provide high quality administrative services to the Coaching department.

A keen interest in Badminton/sport is desirable and you will ideally have experience of working in an office environment.

In addition, you will possess a sound working knowledge of Microsoft Office including Word, Excel, PowerPoint, Publisher and Outlook and be motivated to work on your own and as part of a team. You will be detail conscious, accurate and be able to meet deadlines. You will also have excellent communication and presentation skills.

This is an opportunity to work in a highly motivated and supportive team during an inspirational year for sport with the London 2012 Olympic Games just around the corner.

KEY TASKS

- To implement, monitor and update the Coaching section of our operational Plan.
- Take the lead on our work with Coaching Ireland.
- To co-ordinate, manage and implement an annual programme of coaching events.
- To ensure that effective and appropriate liaison/communication is maintained with all relevant organisations and partners
- To ensure that appropriate Policies and Procedures are in place and records maintained
- To ensure systems are in place which will enable coaches and volunteers to be trained, developed and motivated effectively

- To ensure the Chief Executive is regularly updated on all aspects of work

This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indicating of the areas of activity and may be amended from time to time in the light of the changing needs of the organisation.

ESSENTIAL REQUIREMENTS

Sports coaching experience
Proven project management skills
Good people and communication skills
Proficiency in word, excel and powerpoint
Proven time-management skills, including the ability to set deadlines and prioritise work.
Ability to work alone as well as part of a team
Satisfactory Garda Vetting

DESIRABLE REQUIREMENTS

An understanding and passion for sport
Good people and communication skills
Experience of working in an elite sports environment.

Applications

Applications should be in the form of a CV and accompanying covering letter outlining how you believe you could fulfill the role and how you satisfy the selection criteria. Please email your application to Richard Vaughan - rvaughan@badmintonireland.com.

Deadline: Noon, Monday 27th February

Interviews: Monday 12th or Tuesday 13th March.

Position:	Coaching Officer
Employer:	Badminton Ireland
Contract Type:	Fixed term contract
Salary:	Commensurate with experience
Probationary Period:	6 months from the date of commencement
Holidays:	20 days plus Public Holidays
References:	Two references appropriate to the position
Closing date for Applications:	27 th February 2012