

## Sport Ireland ASPIRE Programme ASPIRE Graduate

<b>Organisation:</b>	Irish Athletic Boxing Association (IABA)
<b>Location:</b>	Sport Ireland Institute, National Sports Campus, Abbotstown, D15.
<b>Contract Length:</b>	11 month contract
<b>Full time / Part time:</b>	Full time
<b>Salary:</b>	€22,000 (pro-rata based on a 12 month salary)
<b>Application closing date:</b>	5pm Monday 29 <sup>th</sup> January 2018
<b>Programme duration:</b>	Monday 26 <sup>th</sup> February 2018– January 2019

### The Sport Ireland ASPIRE Programme

ASPIRE is a graduate employment programme that is being funded by Sport Ireland in 2018. This programme has been approved by Government with support from the Dormant Accounts Fund. The aim of this programme is to enable a number of recently qualified sport and physical activity graduates to gain relevant experience working in the sports sector and to develop relevant skills and knowledge. The successful graduate will receive an 11 month contract and will work directly for the Irish Athletic Boxing Association (IABA). The IABA are responsible for the recruitment and selection of the graduate.

### Job Summary

The role of the ASPIRE Graduate within the IABA will be to support and coordinate programmes and projects within the Associations High Performance Unit. The IABA High Performance Unit offers a unique opportunity for a recent graduate to gain first-hand experience working in a high performance environment in the Sport Ireland Institute with one of Ireland's leading Olympic sports. The successful individual will perform a wide range of administrative/operational duties to support the IABA High Performance Unit's objectives as we progress through the Tokyo 2020 Cycle. This placement offers the successful graduate a significant opportunity to gain relevant experience in high performance sport and to potentially advance their career in the sports sector. Previous experience in a similar role is **not** required.

### Key Job Duties & Responsibilities

- To support all travel, competition, and training camp logistics for junior, youth, and elite high performance teams.
- To update and maintain the High Performance Unit's database via the IABA's bespoke CRM system.
- To play a fundamental role in planning, implementing and evaluating a number of key development programmes within the unit.
- Support the delivery of all communications, training and competition arrangements with the International bodies and federations.

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- Develop and maintain positive relationships with the relevant personnel within AIBA, EUBC, OCI, Sport Ireland, SII, SINI, SNI.
- Perform ad hoc duties as required.

### **Essential Requirements:**

*The graduate must:*

- Have graduated with a Master's or Primary Degree in the area of Sport or Physical Activity between January and November 2017.
- Be currently unemployed i.e. not in current employment.
- Be available for the 11 month contract duration.
- Be eligible to work in Ireland on a full-time basis.

### **Desired Requirements:**

**The desired candidate will have the following competencies:**

#### General Competencies:

- *Driven by Achieving Results*
  - Has the will to win and support winners
  - Has the will to continuously grow and adapt
  - Focused on consistently achieving goals
- *Self-Awareness*
  - Continually seeks out and take on feedback from others
  - Understands the impact of their behaviour on others
  - Remains grounded
- *Adaptability*
  - Works through challenges and adapts as required to achieve the best outcomes for the Team and Organisation

#### Role Specific Competencies:

- *Planning and Prioritising*
  - Sets clear and realistic expectations
  - Zeros in on critical factors
  - Delivers against agreed objectives on time
- *Organisational Savvy*
  - Is sensitive to how people and organisations function
- *Building & Maintaining Relationships*
  - Able to build rapport quickly through approachability and putting others at ease
  - Operates with integrity and maintains confidentiality when required

### **How To Apply**

Please send a Curriculum Vitae along with a Covering Letter via e-mail detailing your suitability for the position on offer to HR [info@iaba.ie](mailto:info@iaba.ie) no later than **5pm Monday 29<sup>th</sup> January 2018**. Please reference "ASPIRE Graduate" in the subject of your email.

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