



## **Irish Athletic Boxing Association (IABA)**

### **Administrator High performance Unit**

#### **Job Vacancy**

The Irish Athletic Boxing Association (IABA) is the National Governing Body of Sport responsible for the development and management of the sport of amateur boxing in Ireland.

The IABA is seeking to appoint a highly motivated administrator to join our performance team. This is an exciting opportunity working within the IABA's High Performance Unit as part of a busy team.

#### **MAIN PURPOSE OF ROLE**

The purpose of the role is to ensure effective implementation of all logistics and administration of the IABA's High Performance programme including management of all aspects of team logistics, clothing and equipment inventory management and to support to the Performance team and Head Coach in ensuring the smooth running of the High Performance facilities and annual plan, which will require the post holder, at times to work pro-actively and independently.

To be considered for this role you will need to be a skilled communicator with energy and an ability to swiftly build relationships and credibility with international level athletes, junior level athletes, parents, coaches and stakeholders across Ireland.

**DURATION OF POST:** This post will be funded initially for **Duration (2 years)** with the possibility of extensions (Probationary period 6 months).

**LOCATION:** National Sports Campus, Abbotstown, Dublin 15

#### **KEY RESPONSIBILITIES**

- Provide administrative support to the Performance team to ensure smooth operation of the HP Programme and all its aspects.
- Support all travel, competition and training camp logistics for High Performance Teams.
- Managing and maintaining databases for the high performance unit.
- To play a fundamental role in planning, implementing and evaluating a number of key development programmes within the unit.

- Assist the Operations Manager in the delivery of a best practice model of administration support and practices to the high performance unit.
- Assisting in the implementation of effective monitoring and evaluation processes for the support services and logistics of the high performance unit
- Support the delivery of all communications, training and competition arrangements with international bodies and federations.
- To keep comprehensive records of all activities within the High Performance Unit.
- In addition to normal duties, the employee may be required to undertake other appropriate duties from time to time in consultation with your supervisor.

Candidates should note that 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 will be amended in the light of the changing needs of the organisation.

### **ESSENTIAL CRITERIA**

- High level of competency with software such as MS Office, and particularly Excel.
- Two years demonstratable experience of providing administrative support and coordinating projects.
- Capacity to prioritise tasks and manage own workload effectively
- Be committed to and actively involved in, excellent customer service and best practice in both internal and external communications.
- Committed to own development.

### **DESIRABLE**

- Third Level Sport Related Qualification.

### **KEY QUALITIES**

- Excellent organisational and administration skills
- Strong interpersonal and communication skills
- Attention to detail
- Flexible and adaptable attitude
- Team player and ability to work on their own initiative as well as in a small, dedicated team

### **REMUNERATION**

Remuneration will be dependent on experience and skill relevant to this job description.

The post may require travel within Ireland.

To apply for this role, email your CV along with a covering letter to [hr@iaba.ie](mailto:hr@iaba.ie)  
Closing Date 1pm 24<sup>th</sup> November 2022.