



**Job Title:** Education & Training Officer

**Contract:** Part-time (Flexible, 20 hours per week), 6 month fixed-term contract

**Location:** Hybrid position with a combination of working remotely and attending meetings and events when required.

**Salary:** €20,000 Annual

**Department:** Education and Training

**Reports To:** National Development Manager

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**Role and Purpose:**

The Education & Training Officer will support the development, coordination, and delivery of educational and training programs. This role involves working closely with internal and external stakeholders to create a blended learning experience and providing support to learners. The officer will also collaborate with various departments to develop and implement digital educational resources.

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**Key Responsibilities:**

- **Program Development and Management:**
  - Design and develop educational and training programs for various levels of sports professionals.
  - Ensure courses are aligned with national and international standards.
- **Training Delivery:**
  - Conduct training sessions and workshops for athletes, coaches, and other sports personnel.
  - Utilise various teaching methodologies to cater to different learning styles.



- **Resource Development:**
    - Develop and distribute educational materials and resources.
    - Ensure all training materials are up-to-date and relevant.
  - **Learning Management System (LMS) Coordination:**
    - Manage the day-to-day use of the LMS and act as the primary point of contact for learners, course developers, and departments.
    - Provide first-level support to learners, resolving issues with course registration and completion, and escalate issues to IT Support or Finance as necessary.
  - **Data Management and Reporting:**
    - Capture and report key data related to e-learning and training programs.
    - Use data to influence future learning strategies and improve program effectiveness.
  - **Support and Guidance:**
    - Provide support and guidance to athletes and coaches regarding their professional development.
    - Offer advice on best practices and the latest developments in sports training and education.
  - **Compliance and Standards:**
    - Ensure all training programs comply with relevant regulations and standards.
    - Monitor and evaluate the effectiveness of training programs.
  - **Collaboration and Networking:**
    - Work with national and regional sports organisations to promote education and training initiatives.
    - Network with other professionals in the field to stay updated on new trends and opportunities.
  - **Meeting Coordination:**
    - Organise and coordinate meetings related to education and training initiatives, including preparing agendas, meeting notes, and action items.
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### Experience & Attributes:

- **Essential:** Previous experience in content design or delivery of Learning & Development initiatives, both virtual and physical.
  - Previous experience in training or development programs.
  - Strong passion for creating and developing educational content.
  - Excellent project coordination skills, ability to build good working relationships, and strong communication skills.
  - Positive disposition with strong planning and organisation skills.
  - **Desirable:** Familiarity in using Learning Management Systems.
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**How to Apply:**

Please send a CV along with a Cover Letter via e-mail outlining your suitability for the position to HR [hr@iaba.ie](mailto:hr@iaba.ie) no later than **5pm 11<sup>th</sup> October 2024**.

Please reference "***Education & Training Officer***" in the subject of your email.

Short listing will apply.

The Irish Athletic Boxing Association is an equal opportunities employer

