Training, Education and Participation Coordinator - Vision Sports Ireland

About Vision Sport Ireland

Vision Sports Ireland, a subsidiary of National Council for the Blind of Ireland (NCBI). It is the Sport Ireland national governing body for sport for blind and visually impaired people in Ireland. Our vision is that all blind and vision impaired people throughout the country can access and participate in sport and recreational activities of their choice.

The Role

Vision Sports Ireland has an exciting opportunity to appoint a Participation, Training and Education Coordinator who will play an important role in implementing its strategic plan "*Towards 2023 Vision*". The Participation, Training and Education Coordinator will play a key role in the day to day coordinating of programmes, events, stakeholder relationships and education programmes. They will be part of the sports development team with responsibility for developing Vision Sport Ireland's programmes and events. A key priority will be to implement the new Vision Sports Ireland Training and Education Framework. The appointee will work closely with the National Sports Development Manager to further build relationships with National Governing Bodies for Sport and Sport Ireland Coaching to help increase capacity in the community and foster a culture of collaboration with key partners. The successful candidate will be a highly motivated and innovative professional.

The Training, Education and Participation Coordinator will be part of a small progressive team and required to work in a way which reflects the core values of Vision Sports Ireland and NCBI, in promoting and supporting opportunities for independence and enhanced quality of life

for people who are blind and vision impaired. Vision Sports Ireland is a growing organisation with ambitious goals to support the population who are blind and vision impaired.

Reporting

The Participation, Training and Education Coordinator will report to the National Sports Development Manager.

Participation, Training and Education Coordinator Brief

The post is permanent based on a successful 6-month probation and will have remote working opportunities.

The ideal candidate will hold a third level qualification in business management, recreation and leisure management, marketing/communications, sport science or an appropriate field. It is essential the person appointed has a proven track record in programme coordination, event management and building stakeholder relationships. Experience and understanding of working within sports or community sector is advantageous. The Training, Education and Participation Coordinator is an integral role to Vision Sports Ireland with responsibility for working with NGB partners and to increase participation numbers as well as training opportunities for volunteers.

Key Responsibilities

- Positioning Vision Sports Ireland as the experts on vision impairment in the field of sport and physical activity.
- Provide key input into day-to-day operations of Vision Sports Ireland including dealing with membership queries.
- Supporting the National Sports Development Manager on the planning and execution of a comprehensive operational plan.

- Programme planning and promotion will be an essential part of this role with key responsibility for Training and Education.
- Increasing the engagement and reach of the organisation's projects.
- Work closely with NCBI colleagues to embed physical activity as a core programme offering within the wider service.
- Working collaboratively with partner organisations to strategically plan and cross-promote activities.
- Work with the Vison Sports Ireland team to increase participation in programmes and initiatives.
- Work closely with NGB partners to role out Vision Sports Awareness Training.
- Work closely with Sport Ireland Coaching and NGB's to develop training opportunities and resources for coaches and volunteers.
- Work as part of a motivated and focused team to service the priorities of Vision Sports members and volunteers.
- Monitoring and evaluation of participation statistics and analytics.
- Work as part of a team for programme coordination and event management.
- Support ongoing research projects.
- Continually evaluate and monitor the quality of services provided by Vision Sports Ireland.
- Work as part of a team to drive and advance coach education and training opportunities.
- Establish training opportunities for the new volunteer programme
- Provide support to members with vision impairment to engage in physical activity.
- Serve and support colleagues as a member of the Vision Sports Ireland Team including, but not limited to, funding applications and reporting.
- Contribute to funding, sponsorship activities related to Vision Sports Ireland.
- Collaborating with National Governing Bodies of Sport, Local Sports Partnerships and Disability Services.

This is not an exhaustive list and the role will include any duties required by Vision Sport Ireland/NCBI from time to time which are appropriate for the position and the needs of the organisation(s).

The role will involve out of hours, evening and weekend work from time to time. Garda vetting is required.

Person Specification

- Hold a third level qualification (minimum degree) in sports/leisure management, business management, marketing/communications, Sports Science, Community Development or relevant discipline.
- Experience working in coordinating role in the sports, community or commercial sector.
- Experience in bringing innovative thinking and creativity to problem solving complex issues, and sound decision making and judgment.
- An ability to communicate with impact and influence (written, oral and presentation).
- Passion for physical activity, sport and inclusion.
- Strong office IT skills.
- Proficient social media and marketing skills.
- Ability to work as part of a diverse, dynamic and high performing team.
- Eligibility to work and reside in Republic of Ireland.
- Fluent in English

Apply with CV and cover letter outlining your suitability for the role by close of business on March 14th 2022
https://app.occupop.com/job/62639

Informal enquires welcome to Pádraig Healy, National Sports Development Manager padraig.visionsports@ncbi.ie

Vision Sports Ireland is an equal opportunities employer