



Paralympic Council of Ireland

## HEAD OF PARALYMPIC ATHLETICS

<b>Job Title:</b>	Head of Paralympic Athletics
<b>Line Manager:</b>	Paralympic Performance Director (PPD)
<b>Reporting to:</b>	PPD
<b>Location:</b>	Based in Dublin (flexible working options negotiable)

### JOB PURPOSE

The job holder will be responsible for implementing the High Performance Programme for Paralympic athletics leading to the 2012 London Paralympic Games. This includes the management of Paralympic Athletics Ireland squads with special emphasis on the development and implementation of a high performance coaching plan.

### KEY TASKS

1. The development, implementation and monitoring of the High Performance Plan and appropriate pathway for Paralympic athletics in agreement with the Paralympic Performance Director and Paralympic Athletics Ireland (PAI).
2. To conduct a full needs assessment of all athletes on the senior panel and take steps to address any gaps in high performance coaching support.
3. Managing of and coordinating of coaching support and other support staff members for all events and activities within the performance plan including Senior & Potential panel events, and logistical coordination of same.
4. Identifying appropriate support staff personnel to support the development of PAI squads.
5. To liaise with the key stakeholders and relevant agencies on the planning and implementation of the High Performance plan and Performance pathway and all related matters.
6. To comply with the Code of Ethics/Conduct at all times.
7. Development of an ethos of elite performance among all panel members and support staff.
8. Producing a quarterly report to PAI on all matters relative to Paralympic Athletics.
9. Producing a monthly report to the Paralympic Performance Director.
10. Working with the appointed PCI Sport Science Team in relation to the provision of sport science support to athletes on the programme
11. Management of a results system for Irish Paralympic Athletics.
12. Coordination of IPC licensing for Irish Paralympic Athletes.
13. Coordination of all aspects of the International Carding Scheme on behalf of Paralympic Athletics.

14. Liaising with Athletics Ireland (AI) with regard to the support of Paralympic panel athletes in their domestic AI club.
15. Coordination of all classification protocols on behalf of Irish Paralympic Athletes.
16. Undertake other responsibilities and lead in key areas as defined from time to time by the Chief Executive Officer of the Paralympic Council of Ireland.

<b>PERSON SPECIFICATION – Head of Paralympic Athletics</b>
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**ESSENTIAL REQUIREMENTS**

- Proven ability in the management of squads.
- Athletics coaching qualification of level 3 or above and can clearly demonstrate an ability to successfully monitor the appropriateness of coaching support to athletes on the programme.
- Recent track record of working at elite level with athletes and squads.
- Demonstrable ability to work as part of a team.
- Excellent communication skills including negotiation skills.
- Organisational ability and competence in IT including e-mail, word, excel and powerpoint.
- Ability to be adaptable and to perform in a pressurised setting to strict targets and deadlines.
- A clear understanding and commitment to Anti-Doping in sport.

**DESIRABLE REQUIREMENTS**

- Experience as a full time employee or a senior level volunteer within a sports organisation.
- Experience in the monitoring of budgets.
- Experience of working in a sports performance and excellence environment.
- Knowledge of classification for Paralympic athletics.
- Qualification in a management discipline

<b>Contract Details</b>	
<b>Employer:</b>	Paralympic Council of Ireland
<b>Contract Type:</b>	Fixed term contract on a part-time basis up to December 2010 with the potential for renewal up to December 2012 subject to performance.
<b>Probationary Period:</b>	6 months from commencement date
<b>Salary:</b>	€20,000
<b>Hols:</b>	Pro-rata as per standard company terms & conditions
<b>Mobility:</b>	Due to extensive travel throughout Ireland, must have clean, current full driving licence and own car.
	The operation of this contract is subject to funding for the position on an annual basis from the Irish Sports Council for the high performance plan of the Paralympic Council of Ireland.
<b>References:</b>	Two referees appropriate to the position
<b>Closing date for Applications:</b> Wednesday 15 <sup>th</sup> July, 2009	