



Job Description: Swim Ireland High Performance Administration Coordinator

Reference: HP

Location: Swim Ireland, Sport HQ, 13 Joyce Way, Park West, Dublin 12

Reports to: Swim Ireland Head Coach and Membership Manager

Job Purpose: To provide administrative support to the Swim Ireland Head Coach, the Performance Centre coaches and to support the implementation of the High Performance programme

Key Responsibilities & Accountabilities:

1. Be responsible for all arrangements for international and home based camps and competitions for National teams or as requested by the SI Head Coach, including liaising with staff/personnel
2. Assist in the provision of clerical, secretarial and administrative support for the Head Coach and Performance Centre Coaches
3. Work with the Head Coach and be responsible for the preparation of required reports to the Irish and Northern Ireland Sports Councils (and other relevant agencies) including carding and other reports
4. Be responsible for all National Team administration including monitoring sheets etc
5. Co-ordinate and assist in the implementation of the performance plan under the guidance and instruction of the Head Coach
6. Assist with the provision of requirements for National Teams, e.g. team kit including storage, sizes, delivery etc of such.
7. Provide support in the co-ordination of the work of the office, sports science and associated personnel, Swim Ireland committees and any others for which the Head Coach is responsible and/or involved in.
8. Compile results and update database and website as required
9. Collect and compile data and statistics as required (such as results at meets)
10. Liaise with other staff, coaches, members and outside agencies where applicable
11. Prepare presentations and projects materials as required
12. Organise meetings, events, flights, accommodation as required
13. Perform other miscellaneous job-related duties as assigned by the Head Coach/Membership Manager

In house training will be provided in the use of Swim Ireland specific packages e.g. Club and Member databases, the use of the Swim Ireland website.

Hours of work

Hours will be 39 hours per week from 9am to 5.30pm

Proficiencies required/desirable for the position of High Performance Administrator Co-ordinator

Skills and Qualities	Essential	Desirable
Qualification <ul style="list-style-type: none"> • Complete education to Leaving Certificate • Secretarial/Administrative/ECDL qualification • Work experience or previous employment 	<p>ç</p> <p>ç</p>	<p>ç</p>
Experience <ul style="list-style-type: none"> • Proven experience related to providing clerical, secretarial and administrative support • General office skills and confident in the use of Microsoft Office packages, i.e. email, word processing, spreadsheets, proficient in using the internet • Experience of working in high performance sporting environment • Experience of liaison and communication with different groups of people • Experience in preparation of reports, and articles including posting information on website 	<p>√</p> <p>ç</p> <p>ç</p> <p>ç</p>	<p>ç</p>
Knowledge <ul style="list-style-type: none"> • Understanding the different aquatic disciplines • Understanding of high performance sport • A general knowledge of sporting structure in Ireland 		<p>ç</p> <p>ç</p> <p>ç</p>
Personal Qualities <ul style="list-style-type: none"> • Strong interpersonal skills including the ability to liaise with a range of personnel • Self motivated, enthusiastic and organised • Ability to report effectively • Ability to work on own initiative, under pressure and to tight deadlines • Ability to work effectively as part of a team in an open office environment 	<p>ç</p> <p>ç</p> <p>ç</p> <p>ç</p> <p>ç</p>	
Other <ul style="list-style-type: none"> • Ability to communicate effectively in English • An interest in the development of Swim Ireland and responsive to the needs of members • Confidentiality • Excellent telephone manner 	<p>ç</p> <p>ç</p> <p>ç</p> <p>ç</p>	

Application should be made in writing quoting Ref: HP, enclosing your CV with an accompanying letter to:

CEO,

Swim Ireland,

Sport HQ,

13 Joyce Way,

Park West,

DUBLIN 12

Telephone no. +353 1 6251122

All queries regarding this position should be directed to the CEO, Swim Ireland.

Closing date for application: 23rd September 2008