

## JOB DESCRIPTION

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|-----------------|---------------------------------|
| JOB TITLE       | Women in Sport Coordinator      |
| REPORTS TO      | National Operations Manager     |
| LOCATION        | TBC                             |
| JOB SPECIFIC    | Full Time, Fixed Term contract. |
| Salary          | €35,354 per annum               |
| Contract length | 24 months                       |

### About Irish Wheelchair Association

Irish Wheelchair Association (IWA) has a vision of an Ireland where people with disabilities enjoy equal rights, choices and opportunities in how they live their lives, and where our country is a model worldwide for a truly inclusive society.

IWA is one of Ireland's Top 1000 Companies and with 2,500 staff working in every county in Ireland, we are one of the top 100 largest employers in the country. We provide a wide range of services to over 20,000 members.

IWA-Sport is a recognised and funded Sport Ireland National Governing Body of Sport specifically catering for People with a physical disability.

### Job Summary

IWA-Sport seeks applicants for the position of Women in Sport Coordinator. The successful applicant will be tasked with implementing IWA-Sports VOCAL Women in Sport strategy.

IWA-Sport is committed to increasing women's sustained involvement in our sports as coaches, volunteers, athletes, officials, leaders, and participants, at all levels. The purpose of the role is to achieve this commitment, enhancing all aspects of sport through the involvement of women of all ages, abilities, and backgrounds.

Since 2005 the Sport Ireland Women in Sport Programme has funded a wide range of initiatives delivered by NGBs and LSPs to further the agenda of gender equality in sport. Sport Ireland has now renewed its commitment to women in sport through the development of a Women in Sport Policy. This Policy will serve as a guide for Sport Ireland's future work and investment in the area.

Sport Ireland has identified four target areas for immediate attention:

- Coaching & Officiating

- Broaden the coaching base to include more women from grassroots to high performance
  - Increase the number of women officiating.
- Active Participation
  - Significantly reduce the active sport participation gradient between men and women.
  - Reduce the drop-out from physical activity and sport in young girls.
  - Engage with women of a minority background.
- Leadership & Governance
  - Progress towards greater gender balance in Board membership of funded bodies.
  - Provide a pathway for women aspiring to become leaders of funded bodies.
- Visibility
  - Increase the visibility and profile of our female role models in sport.
  - Use the heroes of today to inspire the next generation of future Olympians and Paralympians.

### **Duties & Responsibilities**

- The successful applicant will be tasked with developing and implementing the IWA-Sports VOCAL Women in Sport strategy.
- Responsibility for the implementation of current and future programmes, developing partnerships and coordinating between the relevant bodies involved in the development and promotion of women in IWA-Sports locally, regionally and nationally.
- Increase active participation at all levels in our programmes.
- Increase coaching, training and officials education opportunities.
- Develop a best practise model of leadership to incorporate the establishment of a women in sport committee and a diversity policy.
- Increase our visibility through a strong awareness campaign that will demonstrate, who we are, what we do, the benefits and importance of life long involvement in our sports at all levels, active participation, coaching and officiating, and leadership roles.
- To build capacity towards enabling the sustainability of each new and existing programme.
- Identify, develop and maintain relationships with key stakeholders that will support us to achieve the objectives of this project including, the SIDO network, CARA, HSE, NGBs & local sports clubs, other disability organisations and services.
- Support the delivery of the IWA-Sport annual programme of events and initiatives.
- To work closely with the existing IWA-Sport team and to support the organisation in achieving its strategic objectives.
- Ensure that your responsibilities to safeguard children and adults from abuse or harm is a core aspect of your role and that IWA's Safeguarding Policies and Procedures are followed.

- Perform ad hoc duties as required.

### **Applicant specification**

#### **Essential**

- Level 8 qualification in a related area.
- Possess excellent organisational and leadership skills
- Proven ability to think and plan strategically

#### **Desirable**

- Level 9 qualification in a related area
- Project management including strategic management experience

#### **Skills**

- Strong planning, organisational skills, and an ability to work independently and on own initiative.
- Strong communication and presentation skills, including competency in written communication.
- Proficient in Microsoft Office and IT skills.
- Honest, reliable and flexible.

#### **Availability**

- The post holder must be available to work over 7 days to include evenings and weekends as required.

#### **Reporting to**

- The post holder will report to the National Operations Manager.

#### **Transport**

- A full clean driving license is required and use of personal transport for work related purposes may be required.

#### **Base location**

- To be confirmed.

#### **Remuneration & Benefits**

- Salary - €34,350 per annum
- Excellent working conditions.
- Training & Development opportunities.
- 24 days annual leave.
- Access to the Employee Assistance Programme.
  
- **Closing date for applications** 5pm September 4<sup>th</sup> 2019
- Interviews will be held week commencing September 16<sup>th</sup> 2019

To apply follow this link and apply with CV and a cover letter to  
<https://my.hirehive.io/irish-wheelchair-association/jobs/49160/-women-in-sport-coordinator>

*For any queries please contact the IWA Recruitment Team on 01 805 5402 or email [jobs@iwa.ie](mailto:jobs@iwa.ie)*

This job description is a guide to the general range of duties and is not intended to be either restrictive or definitive and may be subject to periodic review.

IWA is an equal opportunities employer.