



SPÓRT ÉIREANN  
SPORT IRELAND



## Sport Ireland ASPIRE Programme ASPIRE Graduate

<b>Organisation:</b>	Rowing Ireland
<b>Location:</b>	<b>National Rowing Centre, Cork</b>
<b>Contract Length:</b>	11-month contract
<b>Full time / Part time:</b>	Full time
<b>Salary:</b>	€23,000 (based on an annual salary @ 12 months)
<b>Application closing date:</b>	23/1/2019. Please apply to <a href="mailto:ceo@rowingireland.ie">ceo@rowingireland.ie</a>
<b>Programme duration:</b>	Monday 25 <sup>th</sup> February 2019– January 2020

### The Sport Ireland ASPIRE Programme

ASPIRE is a graduate employment programme that is being funded by Sport Ireland in 2019. This programme has been approved by Government with support from the Dormant Accounts Fund. The aim of this programme is to enable a number of recently qualified sport and physical activity graduates to gain relevant experience working in the sports sector and to develop relevant skills and knowledge. The successful graduate will receive an 11-month contract and will work directly for Rowing Ireland. Rowing Ireland are responsible for the recruitment and selection of the graduate.

### Job Summary

The role of the ASPIRE Graduate will be to support and coordinate programmes and projects in liaison with the organisation's business departments/units, stakeholders and volunteers. The successful individual will perform a wide range of administrative duties to support the organisation. This placement offers the successful graduate a significant opportunity to gain relevant experience and to potentially advance their career in the sports sector. Previous experience in a similar role is **not** required.

### Key Job Duties & Responsibilities

- To support the team / organisation in achieving project / programme objectives.
- To coordinate and have direct responsibility for a project or a specific set of tasks related to a project / programme.
- Perform ad hoc duties as required.

### Administration

- General office administration and secretarial duties including maintaining membership records
- Providing support to the key pillar of the Rowing Ireland strategic plan area's that include Club Support (We are Rowing Ireland), High Performance (We will Excel), Rowing for Everyone and Leading our Sport. (The Strategic plan is on the Rowing Ireland website and can be downloaded for reference)

## **Essential Requirements:**

*The graduate must:*

- Have graduated with a Master's or Primary Degree in the area of Sport or Physical Activity between January and November 2018.
- Be currently unemployed i.e. not in current employment.
- Be available for the 11 month contract duration.
- Be eligible to work in Ireland on a full-time basis.

Person Specifications

## **Qualifications and Experience**

- An understanding of Rowing and a broader knowledge of Sports Marketing and administration would be highly advantageous.

## **Skills**

- Ability to monitor and evaluate work and write reports
- Excellent administrative and organisational skills
- Excellent IT skills
- Knowledge of Social media and web based applications such as WordPress is highly recommended.

## **Attitude and Motivation**

- A constructive, positive and progressive attitude to working as part of the Rowing Ireland Team
- An ability to support the development of new programmes
- A self-motivated, self-starter

## **Transport**

A full clean driving license and use of personal transport for work is required. The successful applicant must be will and be in a position to travel if necessary.

## **Particulars of the Post**

### **Hours of Work**

Normal working hours will be from 9h00 to 17h00 Monday to Friday. However, the successful candidate must be flexible and willing to work evening and weekends to accommodate the service needs for which time off in lieu can be taken.

### **Expenses**

All properly vouches out of pocket expenses reasonably incurred will be reimbursed in accordance with Rowing Ireland policies and procedures.

### **Shortlisting**

Shortlisting of all applicants will apply.

**Rowing Ireland is an equal opportunities employer.**