**ROLE AND PURPOSE OF THE POSITION**

Rowing Ireland is committed to increasing women’s sustained involvement in the sport as coaches, volunteers, club members, officials, leaders, and participants, from grassroots to elite performance. The purpose of the role is to project management and ensure the implementation of current and future programme while developing strong relationships and providing expertise and support to the grassroots clubs in the area of women’s and girls’ rowing.

The candidate will responsible for achieving gender balance in all aspects of the sport of rowing in Ireland – participation, coaching, officiating, governance and coverage. To be regarded as an exemplar of gender equality in sport, across Ireland and by the international rowing community. The purpose of the role is to lead the Women in Sport programme as set out in the Rowing Ireland Women in Sport Strategy

**Role:** Women in Sport Officer

**Reports to:** Learning & Development Lead

**Location:** Remote

**Contract Type:** Full time

**Application closing date:** Monday, 5pm, 3rd April 2022

**KEY** **RESPONSIBILITIES**

* Coach Development Programmes: Project manage the implementation of women in coaching programmes – Women’s Coaching Pathway, Women’s Coaching Networks, Mentoring programmes and coach education initiatives.
* Coach Education: Working closely with the Coach Education Officer, increase the number of women completing RI coach education courses. Assist the Coach Education Officer in the development and administration of the programme.
* Officiating Programme: Project manage the implementation of programmes to encourage and support women in officiating, working closely with the Umpires committee responsible for officiating rowing.
* Governance and Leadership Programme: Support the Board to achieve their objective of minimum 40% gender balance through the implementation and coordination of Women in Leadership programmes from club to board level.
* Participation: Support delivery of the Get Going Get Rowing programme and expanding its reach to university and adult women.
* Media and communications: Increase the visibility and profile of our female role models in sport across all roles, establish and maintain network for women involved in coaching and officiating in rowing, and increase the visibility of women in all roles across the sport.
* Coordinate and collaborate: work in partnership with other sports and organisations to maximise impacts and effect use of resources
* Financial Management: Maintain the Women in Sport budget, and complete funding applications when required, working closely with the Finance Lead
* Leading our sport: Support the Rowing Ireland team and clubs in becoming an innovative National Governing body using efficient and effective internal structures and systems.

Candidates should note that this list is not an exhaustive list and is subject to change as the job requires.

**ESSENTIAL CRITERIA**

* Third level qualification in Sport Management/Coaching/Development or at least a years’ work experience in this area.
* An understanding of rowing.
* A background in coordinating and managing projects.
* Administration experience.
* A demonstrable record of achieving results through others.
* The facility to work flexible hours, as dictated by a sport which is largely leisure/volunteer based would be an advantage
* Possess excellent organisational and leadership skills
* Proven ability to work as part of a team
* Proven ability to think and plan strategically
* Possess excellent verbal and written communication skills
* Full clean driving licence with own transport
* Self-starter and able to work on own initiative

**DESIRABLE**

* Digital native with good understanding of all social media platforms.
* Level 1 sports coaching qualification or equivalent or higher

**REMUNERATION**

Remuneration will be dependent on experience and skill relevant to this job description.

The post will require travel within Ireland.

**EQUAL OPPORTUNITIES**

Rowing Ireland is committed to equal opportunities for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief, and marriage and civil partnerships.

To apply for this role, email your CV along with a covering letter to ceo@rowingireland.ie

Please note: CVs received from agencies will not be considered for this role.