

## Sport Ireland ASPIRE Programme ASPIRE Graduate

<b>Organisation:</b>	Cycling Ireland
<b>Department:</b>	Marketing & Communications
<b>Location:</b>	Sport Ireland Campus, Blanchardstown (remote working in place until further notice)
<b>Contract Length:</b>	11 month contract
<b>Full time / Part time:</b>	Full time
<b>Salary:</b>	€25,000 (per annum – pro rata over 11 months)
<b>Application closing date:</b>	Friday, 13 <sup>th</sup> November at 5pm
<b>Programme duration:</b>	Dec 2020 – Nov 2021

### The Sport Ireland ASPIRE Programme

ASPIRE is a graduate employment programme that is being funded by Sport Ireland. 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 Cycling Ireland. Cycling 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 work within the Marketing & Communications Department performing a wide range of communications, marketing, and 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. The successful candidate will gain experience in a busy national governing body and will be an integral part of the team striving for best in class delivery of events, communications and sports marketing activities.

### Key Job Duties & Responsibilities

- To support the implementation of Cycling Ireland's communications strategy and wider Strategic Plan 2020-2024.
- Provide communications and administrative support across all departments including events, membership, high-performance, coaching and education.
- Assist with growing and managing Cycling Ireland's suite of owned media channels.
- Assist with the development and launch of Cycling Ireland's new website.

- Copy writing - drafting and issuing media releases and statements, social media content, website articles and newsletter content.
- Assist with the roll out of Cycling Ireland's brand identity.
- To support the implementation of Cycling Ireland's Sponsorship Strategy and work with key stakeholders and partners to activate partnerships.
- Perform ad hoc duties as required across the business.

**Hours of work:** 37.5 hours per week (Full Time). This position will require, at times, irregular and unsocial hours and as such flexible working arrangements are available.

**Essential Requirements:**

*The graduate must:*

- Have graduated with a Master's or Primary Degree in the area of Sport or Physical Activity between January 2019 and November 2020.
- 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.

**Desired:**

- Excellent writing skills
- Strong working knowledge of social and digital media
- Ability to work on own initiative as well as part of a team
- Ability to work to tight deadlines and multi-task, particularly during busy events
- Knowledge of cycling and the wider sports sector
- Hold a full clean driving licence

**Application and Selection Process**

The closing date for applications is 5pm on 13 November 2020.

Please send your application including CV, cover letter and/or response to the selection criteria to [scott.graham@cyclingireland.ie](mailto:scott.graham@cyclingireland.ie).

It is intended interviews will take place week commencing the 23<sup>rd</sup> November 2020 and will be conducted through video call.

The role will commence in early December 2020. Appointment will be made subject to satisfactory:

- Garda Vetting
- Access NI Vetting
- Reference Checking Procedures

**Cycling Ireland is an Equal Opportunity Employer**

**This project was approved by the Government with support from the Dormant Accounts Fund.**