

Development Officer(s)

Cycling Ireland is the National Governing Body for Cycling (road, track, MTB, Para, BMX) and associated disciplines on the island of Ireland. For further information, please see our website at www.cyclingireland.ie.

We are now recruiting for three Regional Development Officers on a 1 year contract to be based within each of the provinces of Connacht, Leinster and Munster, working alongside the Youth Development Officer based in Ulster.

The successful candidate will be responsible for supporting and increasing Cycling Ireland membership and adult and youth participation in each province.

Role and Reporting Structure:

The purpose of the role will be to work in partnership with the provinces and affiliated cycling clubs within the region to drive participation in cycling activities, initiatives, and events.

This newly created roles will report to the Cycling Irelands Participation Manager, however positive working relationships with the other stakeholders as well as all other Cycling Ireland staff, will be a key requirement.

The successful applicant will be expected to deliver Cycling Ireland programmes and work alongside cycling clubs to engage and encourage youth members across all cycling disciplines.

Key Responsibilities:

- 🚲 Identifying the clubs in their province that have an interest in youth cycling and linking in with these clubs to support the development of youth cycling - grass track cycling, cyclocross, BMX, MTB, closed circuit road racing, etc.
- 🚲 Establishing relationships with the LSPs and CoCo's in their province to help support various initiatives - Community Bike Rides, Community Games, learn to cycle programme for adults, balance bike and cycling skills programmes, ride leader training, development of cycling groups for minorities, cycle buses, cycle libraries, community cycle hub initiatives (e.g. The Bike Hub in Dublin)
- 🚲 Identifying the clubs in their province that want to be involved with CBR, WOW, etc and help them deliver the programme.
- 🚲 Establish connections with GAA clubs in their province to help establish CBR and ride leader training, in conjunction with LSP support.
- 🚲 Link in with the Cycle Right trainers and establish links with the clubs that have desire to develop youth cycling.

General Responsibilities:

- 🚲 Act as an ambassador for Cycling Ireland and represent the organisation professionally.
- 🚲 Develop relationships with stakeholders, local partners and other interest groups.
- 🚲 Assist in managing all financial aspects of the role and effectively prepare, monitor and manage budgets.
- 🚲 Manage own workload and report on outputs.
- 🚲 Produce reports, deal with correspondence and attend relevant meetings.

Applicants should note that these lists are not exhaustive and are subject to change as required and appropriate.

SELECTION CRITERIA:

Essential Requirements:

- 🚲 Be eligible to work in Ireland on a full-time basis and the post will be based in the relevant province.
- 🚲 Excellent command of English language both spoken and written.
- 🚲 Full unrestricted drivers' licence with clean driving record.

Essential Skills and Experience:

- 🚲 2-3 years' experience working in sports development.
- 🚲 Experience of working in the sports industry with a National Governing Body, Local Authority or Local Sports Partnership or a not-for-profit volunteer setting.
- 🚲 Strong understanding of cycling, its disciplines at both a competitive and leisure level.
- 🚲 Experience of working with adult and junior participants and with sports clubs and the broader youth and junior sport sector in Ireland.
- 🚲 Experience of working with multiple stakeholders' groups to deliver on a common project/goal.

Desirable:

- 🚲 Relevant third level qualification in Sports Science or Sports Studies.
- 🚲 Cycling Ireland Coaching qualifications.

Key Qualities:

- 🚲 A passion for sport and a desire to make cycling fun, safe and enjoyable for participants.
- 🚲 Excellent Interpersonal and written communication skills.
- 🚲 A can-do attitude and ability to manage numerous projects at once.
- 🚲 Creative thinker with strong administrative skills and attention to detail.
- 🚲 Strong work ethic and ability to work in a dynamic environment.
- 🚲 Flexible and adaptable attitude with a proven ability to work under pressure.
- 🚲 A high level of integrity and discretion with sensitive and confidential information.
- 🚲 Team player and ability to work on own initiative as well as in a small, dedicated management team.

Remuneration and Location

- Financial Package:
 - Salary commensurate with experience and inline with funding limitations.
- Travel:
 - Travel will be a necessary part of the job and access to suitable transportation is a requirement.
 - A car travel allowance (Kilometres) will be reimbursed under the terms of employment.
- Position Term:
 - Full Time 1 Years with possible extension depending on funding.
- Hours per week:
 - 39 Hours per week. (Monday to Sunday)
 - Weekend and evening work will be a requirement of the job when applicable.
- Location:
 - Remote working within the province – to enable easy access to clubs, cycling hubs and other key stakeholders in the region.



Application and Selection Process:

Please send your CV and a covering letter outlining your experience and suitability for the post to myra.mcglynn@cyclingireland.ie for the attention of Myra McGlynn by no later than Friday 8th March 2024 at 1500.

Appointment will be made subject to satisfactory:

- 🚲 Garda Vetting or Access NI Vetting.
- 🚲 Reference Checking Procedures.

Cycling Ireland is an equal opportunity employer, celebrating diversity and championing inclusivity. If you require any reasonable accommodations to assist you in participating in the employee selection process, please simply let us know. We heartily encourage all interested parties to apply.