

Development Officer - Connacht

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.

Location: Connacht (Hybrid working within Connacht to enable easy access to clubs, cycling hubs, and other key stakeholders in the region). Attendance at the Cycling Ireland Office, on the Sport Ireland Campus once per month is required.

Contract: Full-time, 1-year contract with possible extension depending on funding

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Role Overview: We are recruiting a Regional Development Officer to be based in Connacht. The successful candidate will support and increase Cycling Ireland membership and adult and youth participation in the province.

Reporting Structure: The Regional Development Officer will report to the Participation Manager. Building positive working relationships with other stakeholders and Cycling Ireland staff is essential.

Key Responsibilities:

- **Increase Participation and Membership:**
 - Focus on targeted areas: women, youth, and leisure.
 - Attract new members and retain existing leisure members.
- **Club Engagement:**
 - Maintain regular contact with all clubs in the province, including personalised emails to club secretaries and chairpersons.
- **Ride Leader Training and Coach Development:**
 - Coordinate with clubs and Local Sports Partnerships (LSPs) to arrange Ride Leader courses.
 - Identify and engage with Level 1 coaches to deliver programs.
- **Cycle Right Program:**
 - Collaborate with the Cycle Right team to engage the 40,000+ children who participate in the program.
 - Develop materials for distribution to parents through schools and trainers.
- **Additional Focus Areas:**
 - Grass Track Cycling, County and Provincial Championships, collaboration with Community Games, and development of the Leisure Program.
 - Continue women's and youth development sessions.
 - Collaborate with Provincial and other Commissions, including Women's, Track, Off-road, and Paracycling.
 - Support at targeted events within the province.

General Responsibilities:

- Act as an ambassador for Cycling Ireland.
- Develop relationships with stakeholders, local partners, and interest groups.
- Manage financial aspects of the role, including budget preparation and monitoring.
- Manage workload and report on outputs.
- Produce reports, handle correspondence, and attend relevant meetings.

Selection Criteria:**Essential Requirements:**

- Eligibility to work in Ireland on a full-time basis.
- Excellent command of English, both spoken and written.
- Full, unrestricted driver's license with a clean driving record.

Essential Skills and Experience:

- 2-3 years' experience in sports development.
- Experience working with a National Governing Body, Local Authority, Local Sports Partnership, or in a not-for-profit volunteer setting.
- Strong understanding of cycling disciplines at both competitive and leisure levels.
- Experience working with adult and junior participants, sports clubs, and the broader youth and junior sport sector in Ireland.
- Experience collaborating with multiple stakeholder groups to achieve common goals.

Desirable:

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

Key Qualities:

- Passion for sport and a desire to make cycling fun, safe, and enjoyable.
- Excellent interpersonal and written communication skills.
- Ability to manage multiple projects simultaneously.
- 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 the ability to work under pressure.
- High level of integrity and discretion with sensitive and confidential information.
- Team player with the ability to work independently and as part of a small, dedicated management team.



Remuneration and Benefits:

- **Salary:** Commensurate with experience and in line with funding limitations.
- **Travel:** Necessary for the role; access to suitable transportation required. Car travel allowance (kilometres) reimbursed under terms of employment.
- **Hours:** 39 hours per week (Monday to Sunday). Weekend and evening work may be required.

Application Process: Please send your CV and a cover 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, 17th January 2025 at 15:00.

Appointment will be 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.