



Youth Development Officer – Ulster

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 the position of **Youth Development Officer (Ulster) (YDO)** – 1-year contract to be based within the province.

The successful candidate will be responsible for supporting and increasing Cycling Ireland youth membership and youth/junior participation in Ulster.

Role and Reporting Structure:

The purpose of the role will be to work in partnership with the Cycling Ireland Youth Commission; Cycling Ulster and affiliated cycling clubs within Ulster to drive participation in youth cycling activities, initiatives, and events.

This newly created role will be an employee of Cycling Ireland and will report to the Cycling Ireland Operations Manager and the Ulster Cycling Steering group, 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:

- 🚲 Implement a series of Youth initiatives in agreement with the Cycling Ireland Youth Commission and Cycling Ulster that delivers against the key elements of Youth Development aims within the CI 2020-2024 Strategic Plan.
- 🚲 Working with other Cycling Ireland Education and Development staff, ensure consistent delivery of existing Cycling Ireland programs to youth and juniors in the Ulster region utilising existing resource, protocols and the Cycling Ulster Hubs.
- 🚲 The Youth Development Officer will facilitate and coordinate opportunities through clubs, events, coaching and volunteering activities, to increase participation in cycling.
- 🚲 The Youth Development Officer will promote and utilise the ICOACH Kids programme
- 🚲 Work in alignment with the Cycling Ireland Commissions to ensure all cycling disciplines are appropriately promoted, and activities across all disciplines are delivered in a safe, fun, and enjoyable manner.
- 🚲 Build sustainability through developing and implementing a youth club coach training programme for volunteers and officers of Ulster cycling clubs.
- 🚲 With the support of the Cycling Ireland National Safeguarding Officer, assist clubs in ensuring all relevant safeguarding requirements are being met in delivering cycling activities for youth and juniors.
- 🚲 Develop relationships with key stakeholders throughout Ulster including, Local Authorities, Local Councils, Local Sports Partnerships and sponsors.
- 🚲 Provide reports, insights and monitoring data as required by Cycling Ireland Board, CEO, and key stakeholders.

Objectives:

- 🚲 The YDO's key target is a sustainable increase in participation, measured by youth and junior Cycling Ireland membership numbers, in the Ulster region.
- 🚲 Increase the number of cycling clubs in the province who provide activities and initiatives for youth and junior members.



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 Ulster.
- 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 youth 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 youth sport and a desire to make cycling fun, safe and enjoyable for youth/junior 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:

- £25,000-£27,000



🚲 Travel:

- Travel will be a necessary part of the job and access to suitable transportation is a requirement.
- A car travel allowance (Mileage/Kilometres) will be reimbursed under the terms of employment.

🚲 Position Term:

- Full Time 1 Year 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 Ulster – to enable easy access to clubs, cycling hubs and other key stakeholders in the Ulster 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.