



Cycling Ireland Seeks an Administrative Support Officer (Ulster)

Cycling Ireland (CI) is the National Governing Body for cycling across the island of Ireland. Our Head Office is based on the Sport Ireland Campus, Blanchardstown, Dublin 15. For further information, please see our website at www.cyclingireland.ie.

Role

Cycling Ireland is seeking to recruit an Administrative Support Officer (Ulster) who is interested in working in a sporting environment, who enjoys variety in their work, can problem solve, work to deadline, produce accurate work and operate collaboratively within our development team and across the Cycling Ireland community and support the Cycling Ulster Executive.

This is an exciting opportunity for a dedicated individual who enjoys working as part of an enthusiastic and professional team. Some of the responsibilities are outlined below: -

Membership

- Work in partnership with CI's membership team to grow membership within Northern Ireland, undertaking initiatives as and when required and developing promotional campaigns utilising the Cycling Ulster social media channels and Cycling Ulster website.
- Provide support to new and existing members within Ulster on a range of topics including insurance, registration, coaching, participation and more.

Club Development

- Assist the Development Officer (Ulster) with the roll out of the Club Self-Assessment Tool kit.
- Assist the Youth Development Officer (Ulster) with the establishment and growth of youth clubs and activities.

Events

- Work in partnership with CI's events team to support event promoters within the region and develop an events calendar catering to all ages and abilities.
- Expand the accredited Marshall scheme within Northern Ireland and support the events team with delivery of event promoter training.

Programmes

- Support CI's Community Bike Rides Development Officer in growing engagement and participation in the Community Bike Rides initiative in Ulster to new Cyclists.
- Support clubs with delivery a range of Cycling Ireland participation programmes

Coach Education

- Support CI's Coach Education Manager with the delivery of courses and CPD learning opportunities in Ulster.

General

- Ensure Cycling Ireland (CI) and Cycling Ulster (CU) policies and procedures are followed and there is compliance across all areas including insurance, safeguarding, event permitting, club governance and anti-doping.
- Provide administrative and communications support to the Cycling Ulster provincial board.
- Work with local councils and government to improve cycling facilities within Northern Ireland



- The role will involve updating and posting on the Cycling Ulster social media channels and the Cycling' Ulster website and will include weekends and also the updating other comms channels as and when required by Cycling Ulster executive Chairperson and Secretary.
- Managing the bookings of the Cycling Ulster; Event Radios, Event Signs, Car and Van for use by the various CU Commissions, CU Clubs and CU volunteers plus the car and van servicing requirements as well as any other ad-hoc admin duties.

Essential Knowledge and Skills

- You will be a team player; able to work as part of a team and work collaboratively within the development team and across the Cycling Ireland community, helping others in the team when needed and respond effectively to shifting priorities.
- You will have strong written and oral communication skills, able to draft accurately and concisely with an eye for detail and presentation.
- Excellent communication skills both written and verbal – with the ability to communicate with stakeholders at all levels.
- Possess integrity and project a professional representation of Cycling Ireland and Cycling Ulster.
- Be approachable, tactful, reliable, diplomatic and, importantly, positive.
- You will be flexible and able to adapt to change.
- You will have good working knowledge of using computer packages such as MS Office, Word, and Excel.
- You will have good working knowledge of using social media and web-based platforms including Facebook, Instagram, and Twitter.

Remuneration and Location:

- Contract Type: Permanent
- Salary: £15,000 dependent on skills and relevant experience
- Reports To: Development Officer Ulster
- Hours of Work: 20 hours per week
- Physical Location: Cycling Ireland Regional Office Ulster, Loughgall Country Park, Main Street Loughgall, BT61 8HZ
- Flexible working arrangements are available for the successful candidate.
- Travel to other locations will be a requirement of the role.

Appointment will be made subject to satisfactory:

- Garda/Access NI Vetting or equivalent appropriate working with children checks in country of origin.
- Reference Checking Procedures

How to apply:

All applications to include CV and covering letter stating your experience must be sent to myra.mcglynn@cyclingireland.ie on or before COB June 19th 2023.

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.