



Cycling Ireland Development Officer (Based in Ulster)

Key Objectives:

The Development Officer (DO) position within the Ulster region, which is supported via funding, received from Sport Northern Ireland's Sporting Clubs Investment Programme.

The Development Officer will form an integral part of the sports development team within Cycling Ireland and Cycling Ulster.

The Development Officer (DO) will be responsible for delivering and evaluating the development plan for Cycling Ulster clubs, club, workforce, facility and coach development.

The DO will support cycling clubs to facilitate and coordinate opportunities through programmes, events, coaching and volunteering activities, across all ages and abilities, to increase participation in cycling.

Additionally, there will be the wider engagement of and establishing strong working relationships with regional representatives, local authorities, local sports partnerships and other key stakeholders who will support the implementation of the Cycling Ireland Strategic Plan 2021-2024.

Details:

Reporting to the Chief Executive Officer (CEO) for Cycling Ireland via the Chief Operations Officer and in coordination with the Cycling Ulster Executive reporting on a calendar month basis, the DO will work within the guidelines established by the COO of Cycling Ireland.

The DO would be expected to establish, develop and maintain relationships with the key personnel/members and clubs within Ulster.

The Development Officers Responsibilities:

1. Club Support & Development:

- 🚲 Assist with the development of new/ and newly formed cycling clubs in the Ulster Province (and other provinces when needed) by becoming the initial point of contact to provide guidance and advice on key club development areas.
- 🚲 Liaise and support cycling clubs' key personnel on the implementation of a best practice development model through the Club Self-Assessment System.
- 🚲 Planning, organising and hosting club development workshops incorporating inclusiveness training and other key club development areas.
- 🚲 Supporting the coach development manager for club coaching areas within the province.
- 🚲 Club Workforce development in line with Cycling Ireland strategic plan 2021-2024 targets

2. Promotion and Development of Cycling Ireland Programmes to and within cycling clubs:

- 🚲 Working with Cycling Ireland's programmes department to promote and encourage participation in programmes like Bike 4 Life, Ride Leader and initiatives aimed at cyclists in the Ulster region.



- 🚲 Contact with and promotion of Cycling Ireland Programmes to cycling clubs.
- 🚲 Ongoing liaison with cycling clubs in programme introduction, development and cycling pathway.
- 🚲 Identification, recruitment, training and development of coaches/leaders in conjunction with the Coach Education Department.
- 🚲 Expand and develop Cycling Ireland Programmes and club development section of Cycling Ireland Website and update information where applicable.

3. General Duties

- 🚲 Collaborating and supporting the work of Cycling Ulster Executive
- 🚲 Act as an ambassador for Cycling Ireland and Cycling Ulster and represent the organisation on appropriate occasions and at key stakeholders' meetings.
- 🚲 Liase, advice and support the development of existing and new cycling facilities in partnerships with cycling clubs, local authorities, local sports partnership and other key cycling Ireland partners
- 🚲 Develop relationships with other partners including local authorities, local sports partnerships, schools and other interest groups that increase the development of cycling in Ulster.
- 🚲 Answer incoming queries from clubs, schools, local authorities, local sports partnerships and other key stakeholders in relation to Cycling Ireland Programmes.
- 🚲 Answer incoming queries from cycling clubs in relation to club structures/governance, club development and best practice guidelines on club development.
- 🚲 Assist in managing all budgetary aspects of the role.
- 🚲 Produce reports, deal with correspondence and attend relevant Cycling Ireland meetings.
- 🚲 Candidates should note that this list does not represent an exhaustive list and is subject to change as the job requires.
- 🚲 Work in conjunction with the current Youth Development Officers and other key development staff for Cycling Ireland who support the development of Cycling.
- 🚲 This position will require at times an amount of weekend availability with working hours spread across the week with time-in-lieu.