



High-Performance Director (HPD)

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

We are now recruiting for the position of **High Performance Director**. Further recruitment within the High-Performance department is envisaged in early 2022 with a view to the 2024 Paris Olympic and Paralympic Games and beyond.

Role

The successful candidate will take ownership of the operational delivery and strategic leadership of the “Perform” aspects of CI’s 2020-2024 Strategic Plan of which a key aspect is the establishment of sustainable structures and systems for Paris 2024 and beyond.

The successful candidate will be responsible for all aspects of our HP operations – with a key focus to provide a supportive and positive daily training and competition environment for athletes, coaches, and the programme through the 2024 Olympic and Paralympic Games campaigns.

The HPD will be instrumental in shaping the focus of our HP programme for the future and in further recruitment of staff to achieve its aims.

Role and Reporting Structure

The High Performance Director will report to the Chief Executive Officer and will form part of the general management structure.

The role will interface with the CI HP Committee whose role it is to provide high level strategic check and challenge to the HP programme.

Key Responsibilities

1. Management of all staff, coaches, contractors and volunteers within the HP unit – ensuring an athlete-centred approach within the effective and efficient delivery of high-performance operations.
2. Ensure the optimisation (effectiveness and efficiency) of programme operations across all event campaigns and training camps.
3. Management of designated service providers within the HP programme – ensuring effective support is provided to athletes and campaigns as required.
4. Monitoring and management of the HP unit budget, ensuring all operations are delivered within designated parameters and organisational policy.

5. Management of all athlete selection processes including setting, publication and promotion of criteria, and ensuring selection occurs in a fair, transparent and compliant manner for all involved;
6. Liaison with HP unit stakeholders including Sport Ireland, Sport Northern Ireland, The Olympic Federation of Ireland, Paralympics Ireland – ensuring compliance with funding/partnership terms and the favourable relationships in place are fostered and maintained.
7. Work effectively with the CI Marketing & Communications Manager to ensure the activities of the HP unit are effectively communicated to members of the organisation and key stakeholders, and that sponsorship and media coverage commitments and opportunities are optimised.
8. Work on and deliver the “Perform” aspects of the CI 2020-2024 Strategic Plan – specifically those which relate to future athlete development and integration of further disciplines (e.g., BMX, MTB) with the HP programme.
9. Work effectively with the CI HP Committee as required.
10. Liaise with CI Commissions as required; and ensure visibility of HP operations to developing athletes, coaches and members as well as provide support to the Commissions development and HP aims as required.
11. Work closely with other CI staff to ensure alignment of HP operations and ideals with other CI departments.
12. Provide reports, insights and monitoring data as required by CEO, Board, and key stakeholders.

General Responsibilities

- Act as an ambassador for CI and represent the organisation professionally.
- Develop relationships with stakeholders, local partners, and other interest groups.
- Prudently manage 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 and willing to work in Ireland on a full-time basis; with some international travel required to identified offshore training camps or bases and competition locations, pandemic permitting.
- Excellent command of English language both spoken and written.
- Full unrestricted drivers' licence and sound driving record.

Essential Skills and Experience

- Significant² experience in a similar or comparable role/s;

- Experience working within high performance sport in an NGB or professional setting.
- Relevant third level qualification in sport/exercise science/coaching, sports management or related discipline; or equivalent significant workplace experience;
- Strong knowledge of cycling, its disciplines; and the high performance cycling environment globally
- Experience in programme management involving direct reports, athletes, coaches and service providers in a small staff and/or volunteer team environment.
- Experience of working with a volunteer led organisation.

Key Qualities

- Integrity and personal values beyond question in delivering performance outcomes ethically.
- High Level Interpersonal skills along with discretion with sensitive and confidential information.
- A *can-do* attitude and ability to manage numerous projects at once.
- Creative thinker with strong administrative skills and attention to detail.
- Flexible and adaptable attitude with a proven ability to work under pressure.
- Well-developed conflict resolution and problem-solving skills.
- Strong work ethic and ability to work in a dynamic environment.
- Team player and ability to work on own initiative as well as in a small, dedicated management team.

Remuneration and Location

- **Package:** The package will be commensurate with qualifications and experience, reflective of the not for profit/sports sector.
- **Position Tenure:** Estimated 3 year contract for the 2024 Paris Olympic and Paralympic Cycle and related functions (thereafter subject to review). Exact dates to be negotiated within the employment contract of the successful applicant
- **Hours per week:** (Full-time) - This position will require, at times, irregular and unsocial hours and remote working in line with Covid 19 regulations. As such flexible working arrangements are available.
- **Physical Location: (where CV-19 regulations permit and noting the travel requirements of the role):** Cycling Ireland Head Office, The Clockhouse National Sports Campus, Blanchardstown, Dublin 15

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

Cycling Ireland is an Equal Opportunity Employer