



## CYCLING IRELAND

The Clockhouse, Sport Ireland Campus,  
Snugborough Road, Blanchardstown,  
Dublin 15, D15 CXC2

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. The High-Performance Unit provides leadership and management to elite athletes and coaches. For further information, please see our website at [www.cyclingireland.ie](http://www.cyclingireland.ie)

## Job Description – HP Administration Manager

### **ABOUT THE ROLE**

Job Title: HP Administration Manager

Reports to: High-Performance Director

Salary Range: The remuneration will be commensurate with the level of expertise and experience.

Purpose: This position will drive initiatives to support and assist the preparation of National Teams competing internationally for Cycling Ireland.

Details:

- The position is full time (35 hours each week). Generally, it is expected that 7 hours would be worked each day.
- The role is based in Dublin at the head office of Cycling Ireland (CI). (or remotely as agreed)
- The position will incorporate flexible working hours, including occasional weekend work and international/national travel.
- Subject to a probation period of three months

### **KEY DUTIES / RESPONSIBILITIES**

#### **Teams**

- Arrange and finalise logistics for international teams, tours, and national squads (incl: travel, accommodations, insurance).
- Liaise with the Selectors/Team Management to circulate information to all relevant person(s) on team selections.
- Complete all preliminary and final entries for international team competitions.
- Liaise with HP Operations & Logistics Manager in managing and distributing all team kits, equipment & nutrition supplies.
- Liaise with Team Managers/Coaches/Support Staff to ensure team arrangements are completed.

- Maintain an up to date comprehensive written package of processes and protocols for international teams, tours, and national squads.
- After all international team competitions, create and seek debrief paperwork from athletes and team management.
- Serve as point of contact with UCI, UEC and other relevant organising bodies for international competitions
- Serve as point of contact and administrator for all matters concerning eligibility and transfer of allegiance for competing for Ireland.

### **Operations / Administration**

- Assist in the administrative needs of the High-Performance Director and High-Performance Programme.
- Respond to general enquiries and provide timely communication with all relevant individuals and organisations.
- Maintain an up-to-date database of athletes, coaches, and support staff involved in High-Performance activities.
- Maintain effective relationships with all stakeholders, including athletes and coaches, HP Staff and Committee, UCI, UEC, Sport Ireland, OFI, etc.
- Other tasks and duties as assigned by the High-Performance Director.

### **Media**

- Communicate to the Marketing & Comms Manager or relevant communication staff all team selections made for International competitions.
- Inform the Marketing Manager as above promptly of any changes to the selected team due to injury or availability of athletes.

### **Finance**

- Assist and manage the budgetary expenditure/income for the High-Performance Dept, including tracking of all expenditure and the budget for travelling teams to international competition.
- Ensure all financial records are kept up to date - budget reporting, claims to vouch, and related administration for Sport NI/Sport Ireland and other stakeholders are promptly recorded and regularly communicated with the Finance Team as agreed with the CEO.

### **Anti-Doping**

- Liaise with Sport Ireland anti-doping unit on all matters as required, including drug testing, TUE's, and Registered Testing Pool.
- Liaise with the UCI, and Sport Ireland regarding the Whereabouts Programme and compliance matters.

- Maintain athletes on the Register Testing Pool, including retirements and additions.
- Ensure all Registered Testing Pool athletes remain informed regarding their obligations.
- Liaise with Performance Services to ensure all TUE's are lodged with the appropriate agencies as required.

### **Performance Services**

- Assist the High-Performance Director to coordinate the Performance Services Program
- Maintain regular communication with the Sport Ireland Institute, in particular, working in partnership with the Institute appointed Head of Performance Services in the management process to deliver the services strategy including;
  - Regular meetings of the services team
  - Regular review with the SII Head of Performance Services for Cycling
  - Annual review of service quality and impact
- Maintain regular communication with providers and lead providers for each servicing area.

## **KEY SELECTION CRITERIA**

### **Management Capabilities**

- Very high-level written and verbal communication skills.
- Financial management skills.
- Excellent project, time management, planning, and reporting skills.
- Detail-oriented.
- Capable of displaying strong leadership in all situations.

### **Relationship management and communication**

- An ability to communicate clearly and effectively with a wide range of people in all situations.
- An ability to form successful relationships with Cycling Ireland's employees, sport sector organisations, athletes and coaches
- Excellent interpersonal skills and ability to work as part of a small team.

### **Personal attributes**

- Ability to work under pressure and meet tight deadlines.
- An interest in and or understanding of Cycling and able to demonstrate a thorough knowledge of the elite sport.

- Experience with international travel would be an advantage.
- Self-motivated with the ability to work independently.
- Ability to solve problems and think creatively.
- Strong IT literacy.
- Demonstrated ability to maintain confidentiality.

**Desirable:** Qualifications and/or relevant experience in a sports performance, management or related field.

*This job description is not to be regarded as exclusive or exhaustive. It is intended to indicate the areas of activity you will be required to work on and, with consultation, can be amended in light of the organisation's changing needs.*

## **HOW TO APPLY**

### **Deadline: 31 January 2022**

Applications should be emailed to: [paul.carragher@cyclingleireland.ie](mailto:paul.carragher@cyclingleireland.ie) with the subject line of:  
[ATTN: HP Administration Manager]

Review of applications will begin immediately, and interviews will be ongoing until the position is filled.

### **Subject to safeguarding/Access NI and relevant workplace checks**

Please provide the following when submitting your application:

- Letter of introduction detailing skills and experience relevant to the selection criteria.
- Curriculum Vitae outlining your skills and work experience.

## **ENQUIRIES**

If you require further information, please contact [paul.carragher@cyclingleireland.ie](mailto:paul.carragher@cyclingleireland.ie)