**Schools Development Coordinator**

Cycling Ireland (CI) is the national governing body (NGB) for cycling across the island of Ireland. Cycling is recognised as a priority sport within the National Sports Policy and is one of Ireland's most popular sporting activities. Cycling Ireland has a membership of 26,000 people, sanctions 1000 events and manages over 200,000 event entries annually.

**Role Purpose**
The Schools Development Coordinator will play a key role in supporting the quality and growth of national school-based cycling programmes. This will include evaluating current programmes and developing new programmes, as well as producing educational materials, managing digital content, and ensuring strong communication with stakeholders and delivery partners.

Key Responsibilities Include:

- Lead the delivery of the national cycle training programme for schools
- Oversee the development and expansion of the schools' cycle training programmes in both primary and secondary schools
- Develop progressive participation pathways for youth school-based cycling programmes
- Provide day-to-day support to the national network of trainers and facilitators
- Coordinate communication regarding programme updates, resources, and training opportunities
- Coordinate and deliver training courses to include development of materials and support resources
- Lead the evaluation of existing training courses, including gathering feedback, analysing findings, report writing and recommending improvements
- Support the development and continuous improvement of course content, resources, and assessment tools
- Work closely with training partners, schools, and relevant CI departments to ensure materials remain current and aligned with programme and national standards
- Implement initiatives to enhance trainer recruitment, recognition, retention, and ongoing development
- Build and maintain positive relationships with schools, training centres, local authorities, and programme partners
- Support collaboration across internal and external stakeholders to enhance programme delivery
- Represent the organisation at relevant meetings, networks, events, and training sessions

**Person Specification**

- Strong organisational and coordination skills
- Excellent communication and interpersonal abilities
- Experience in programme delivery, training, education, or coordination roles
- Ability to build positive working relationships with a wide range of stakeholders
- Competence in digital communication, websites, and social media
- Ability to work independently and as part of a team
- Strong attention to detail and commitment to programme quality assurance

## Remuneration & Conditions

Salary: Commensurate package with experience and in line with funding parameters.
Hours: 39 hours per week. Flexibility required, including some evenings and weekends.
Travel: mileage reimbursed in accordance with Cycling Ireland policy.

## Application Process

Please submit a CV and cover letter outlining your suitability for the role to myra.mcglynn@cyclingireland.ie, for the attention of Myra McGlynn, no later than Friday, 30th October 2026 at 15:00.

**Appointment is subject to:**
Satisfactory Garda Vetting / Access NI Vetting and appropriate Reference checks