



Cycling Ireland Seeks a Women in Sport Lead

Background

Women in Sport is central to the work of Sport Ireland. Since 2005 the Sport Ireland Women in Sport Programme has funded a wide range of initiatives delivered by NGBs and LSPs to further the agenda of gender equality in sport. Sport Ireland renewed its commitment to women in sport through the development of a Women in Sport Policy in 2019 which is currently under review. This policy has and will serve as a guide for Sport Ireland's future work and investment in the area.

Under the current policy, Sport Ireland has identified four target areas:

- Coaching & Officiating
 - Broaden the coaching base to include more women from grassroots to high performance
 - Increase the number of women officiating.
- Active Participation
 - Significantly reduce the active sport participation gradient between men and women
 - Reduce the drop-out from physical activity and sport in young girls
 - Engage with women of a minority background.
- Leadership & Governance
 - Progress towards greater gender balance in Board membership of funded bodies
 - Provide a pathway for women aspiring to become leaders of funded bodies.
- Visibility
 - Increase the visibility and profile of our female role models in sport
 - Use the heroes of today to inspire the next generation of future Olympians and Paralympians.

Women in Sport Lead Role

The Cycling Ireland (CI) Women in Sport (WIS) Lead will be responsible for the organisation and delivery of Cycling Ireland Women in Sport programmes and initiatives in conjunction with Cycling Ireland staff and volunteers and other key stakeholders and in line with current investment. The role will require duties to extend to flexible working arrangements, including weekend and evening time commitments.



Responsibilities will include:

Specific Duties

- Creating, implementing and reviewing the CI Women in Sport delivery plan in line with the Sport Ireland Women in Sport Policy and Cycling Ireland Strategic Plan.
- Responsible for the creation and delivery of CI Women in Sport programmes alongside the programmes coordinator.
- Engage with stakeholders, local authorities and partners to promote and stimulate the interest and activation of cycling programmes.
- Support the Communications and Marketing team to promote programmes and initiatives targeting new and existing audiences.
- Support the Communications and Marketing team to share stories to increase the visibility of women and girls in the media and on the website.
- Create 'Game Changer' programmes and interventions, events and taster sessions, in collaboration with other Cycling Ireland staff and volunteers, National Governing Bodies and Local Sports Partnerships
- Work with Cycling Ireland staff and volunteers to develop and support pathway links with schools, clubs and other interest groups.
- Explore and assist with the formation of new clubs, virtual clubs and innovative delivery environments in line with participant need as an outcome of programme activity.
- Support clubs and groups to build capacity and capability to increase participation.
- Support the Coach and Education team to provide access to training and practical support for coaches and leaders, to enable them to run CI Women in Sport programmes and activities.
- Support current coaches and leaders and work with the coach and education team to increase the number of female coaches and leaders.
- Liaise with Athletics Ireland, IABA, Rowing Ireland and Triathlon Ireland on the WIS Coaching Pathway and the WIS Coaches Networking Day.
- Lead on and grow the women in cycling leadership support network.
- Support current Cycling Ireland Women in Sport advocates and increase the number of advocates each year.
- Work with the Communications and Marketing team and Membership team to assess the scale and impact of CI Women in Sport programmes on a range of outcomes such as, new riders, digital engagement and additional members to clubs, etc.
- Write interim reports and provide mid and end of year report and monitoring data as required by Cycling Ireland and Sport Ireland.
- Prepare, monitor and manage Women in Sport budget.
- Manage own workload and report on outputs.

General

- Act as an ambassador for CI and represent the organisation on appropriate occasions.
- Develop relationships with stakeholders, local partners and other interest groups.
- Produce reports, deal with correspondence and attend relevant meetings.

Candidates should note that this list does not represent an exhaustive list and is subject to change as the job requires.



Essential skills/experience

- Relevant third level qualification to degree level or equivalent in sport and recreation, health promotion or other relevant disciplines.
- Experience and knowledge of sports development, community development work or of working in the community.
- An understanding of sports equity issues and how they can and need to be addressed.
- Experience of project management and of piloting, developing and delivering sustainable initiatives.
- Experience of working with volunteers.
- Strong interpersonal skills including excellent communication skills to liaise with a range of personnel.
- Ability to be self-motivated, resourceful, work on own initiative as well as work within a team environment.
- Must be able to act on personal initiative and make decisions within scope of the project.
- Excellent literary and communication skills with the ability to produce and present clear, concise reports.
- Ability and confidence to deliver educational workshops in person and online.
- Excellent organisational skills.
- Ability to prioritise tasks.
- Experience of working to many deadlines.
- Computer literate and competent in the use of Microsoft XP or above; and in particular Word, Excel, and Power Point.

Desirable skills/experience

- An understanding of legislation relevant to sports organisations to include child protection, health and safety, data protection, equity etc.
- Understanding and experience of all social media platforms.
- Innovative thinker.

Remuneration and Location

- Package: The package will be commensurate with qualifications and experience, reflective of the not for profit/sports sector.
- Position Tenure: Exact dates to be negotiated within the employment contract of the successful applicant and will future funding dependent.
- Hours per week: (Full-time) - This position will require, at times, irregular and unsocial hours and remote working. As such flexible working arrangements are available.
- Physical Location: Cycling Ireland Head Office, The Clockhouse National Sports Campus, Blanchardstown, Dublin 15
- 25 Days Annual Leave

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 cover letter must be sent to myra.mcglynn@cyclingireland.ie on or before COB September 5th, 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.