

Aspire Graduate Job Description

January 2023

Applications

Student Sport Ireland invite applications from recent graduates for the exciting full-time contracted role of Aspire Graduate. Please see below for detailed a job description, an outline of the application process, and application closing date.

Application and Role Overview.

Organisation	Student Sport Ireland
Role Title	Aspire Graduate
Work Location	Irish Sport HQ, Sport Ireland Campus with remote working flexibility
Reporting To	Development Manager
Salary	€26,620 (pro rata over 11 month)
Post Duration	11 Months
Hours of Work¹	9am – 5pm (40hrs) (Full-Time)
Days of Work	Monday – Friday
Application Deadline	1pm, 31 st January
Interview Date	9 th February (In Person, Sport HQ)
Sport Ireland Session	27 th February (In Person, Sport Ireland Campus)
Commencement Date	1 st March 2023
Qualifications	Masters or Primary Degree in the area of Sport or Physical Activity in 2021 or 2022.

The Sport Ireland ASPIRE Programme

ASPIRE is a graduate employment programme funded by Sport Ireland. This programme has been approved by Government with support from the Dormant Accounts Fund. The aim of this programme is to enable recently qualified sport and physical activity graduates to gain relevant experience working in the sports sector and to develop relevant skills and knowledge. The successful graduate will receive an 11-month contract and will work directly for Student Sport Ireland (SSI).

Student Sport Ireland.

Student Sport Ireland is the governing body for third level sport on the island of Ireland and works in partnership with member third level colleges and sports bodies to support and develop the student sport experience, enhance student wellbeing, and lead and grow student sport in Ireland.

23 third level universities and institutions are affiliated to SSI representing approximately 230,000 third level students. The SSI office is housed at Irish Sport HQ at the Sport Ireland Campus with eighteen other national governing bodies of sport.

SSI staff coordinate an intensive wide range of programmes and initiatives including:

¹ On the very rare occasion the successful applicant may be required to work outside these hours or on a Saturday.



- the coordination of high-performance student athletes competing at World University competitions
- the planning and coordination of third level competitions
- the promotion and enablement of student sport and physical activity
- sport clubs and committees members leadership and skills development
- the provision of learning, development, networking, information, and knowledge sharing opportunities for SSI members and their staff, and
- the representation and promotion of SSI and the HE sector to stakeholders.

SSI also has now a well-established research programme and which informed the current strategic plan "[Leading Student Sport in Ireland](#)".

Since 2017 SSI has extensive experience in delivering a paid intern programme with graduates progressing to work in the sports sector in Ireland.

The SSI Aspire Graduate Role.

The role offers recent graduates with an interest in pursuing a career in sport administration a unique opportunity to work in a dynamic national representative organisation with an extensive national and international network.

The Aspire Graduate will play a key role and positively and directly input and influence the delivery of the 2023 work programme. Specifically, the successful appointee will:

- Support the coordination and delivery of SSI Competitions
- Lead and coordinate the Women in Sport Women's Student Coaching Academy programme
- Lead and coordinate the online Student Commission of Third Level Student Sports Leaders
- Be centrally involved in the development, planning and delivery of the annual SSI Return to Sport / Find Your Team campaign and the International Day of University Sport
- Support the planning and delivery of the annual SSI Networking Event.

In addition, and with training and support, the Aspire Graduate will draft and publish SSI web and social media sites posts, have responsibility for managing specific programme budgets, and assist in general office duties.

During their employment with SSI the Aspire Graduate will develop an enviable skillset including project management, event planning and coordination, budget management, networking, and sports administration.

The role also provides the successful applicant the opportunity to direct access to SSI affiliated colleges Directors of Sport, Heads of Sport, Sports Managers, and Sports Officers and Sports Development Staff in addition to meeting and networking with NGB staff and officials housed at Sport HQ.



Essential Requirements

The graduate must:

- Have graduated with a Master's or Primary Degree in the area of Sport or Physical Activity in 2021 or 2022
- Be currently unemployed (i.e., not in current employment)
- Be available for the 11-month contract duration
- Be eligible to work in Ireland on a full-time basis
- Although irregular on occasion be willing to work outside normal working hours to attend competitions and events
- Have a current full clean driving license and access to private transport.

Personal Specification

- A positive can-do flexible attitude approach to the work
- Outgoing interactive personality with a passion for Sports Administration
- Proven organisational and administrative skills is essential
- Clear ability to manage multiple projects simultaneously
- Task orientated with a proven ability to multi-task, work on own initiative, manage time efficiently and meet deadlines is essential
- Proficient in speaking and writing in English
- Excellent communication and interpersonal skills
- Proven insight, knowledge and understanding of the workings of Word Press would be an advantage (but not essential)
- Understanding of the third level sporting structure and environment, and knowledge of a range of sports would be an advantage.

How to Apply

Applicants are requested to submit a role specific cover letter and CV via email to Ciarán Ó hlarnáin, SSI Development Manager at ciaran@studentsport.ie.

Applicants are requested to set out in their CV the contact details for two referees; however referees will not be contacted until the consent of the applicant is received.

Closing Date

The closing date for applications is 1pm (local Irish time), 31st January 2023.

Interview Date

Interviews will be held in person at Sport HQ, Sport Ireland Campus on Thursday, 9th February. Applicants are requested to set out in their cover letter their availability to present for interview at Sport HQ on this date.

Queries

Potential applicants with any queries are encouraged to contact the SSI Development Manager via email at ciaran@studnetsport.ie.