

Student Sport Ireland

Irish Sport HQ, Sport Ireland Campus
Blanchardstown, Dublin 15, D15 DY62

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Participation Manager Job Description.

21st October 2024

Student Sport Ireland Vacancy.

Student Sport Ireland invites applications for the new full-time contracted (3 years) role of SSI Participation Manager. Please see below detailed job description, application process, and closing date for applications.

Post Overview:

- 3 Year full-time contract subject to completion of a 6-month probationary period;
- €40,000 starting salary with pension;
- 23 Annual Leave Days;
- Based at Irish Sport HQ on the Sport Ireland Campus with hybrid working flexibility;
- Application Closing Date: Noon, 11th November 2024.

About Student Sport Ireland.

Student Sport Ireland (SSI) is recognised by both Sport Ireland and Sport Northern Ireland as the representative body for higher education (HE) sport and physical activity on the island. With 22 affiliated HEIs representing over 240,000 full-time student's SSI's core work includes the coordination and governance of third level competitions; the promotion of student sport and physical activity; the provision of learning, development, networking, information, and knowledge sharing opportunities for SSI members; and representation, advocacy and promotion of the sector to its stakeholders.

SSI is governed by a Board, employs three staff, with an office at Irish Sport HQ at the Sport Ireland Campus, Dublin 15.

To learn more SSI and its work please visit the [SSI website](#) and download the current [strategic plan](#).

Role Overview.

The SSI current strategic plan (2021-2024) and the new yet unpublished 2025 strategic plan set out the organisation's and its affiliated HEI's commitment to play an active and leading role in promoting the benefits of a physical activity and wellbeing, including mental wellbeing, to the student population and the wider campus community.

This commitment is reflected in physical activity as being identified a strategic pillar in the current and new strategic plans.

Guided by the above and with the support of Sport Ireland, SSI has successfully secured funding under the *Healthy Ireland Fund* to resource the appointment of the new pensionable role of SSI Participation Manager on a 3-year full-time contract.



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The primary remit of the role will be to develop and coordinate initiatives and programmes to promote, enable and highlight the benefits of physical activity and wellbeing to the student experience and inspire more students to be more active more often.

In delivering this remit the successful appointee, with the support of the CEO and an external consultant, will also be tasked with overseeing the development of an SSI Physical Activity and Wellbeing Strategy.

Role Responsibilities and Objectives.

The primary responsibilities and objectives of the role are set out below:

- i. With the support of the CEO establish and coordinate a new SSI Participation Committee;
- ii. Modelled on the existing SSI network develop and coordinate a new network comprising of SSI affiliated HEIs personnel whose remit is to coordinate on-campus physical activity initiatives, and relevant external stakeholder representatives;
- iii. Oversee the development, implementation and management of the delivery of the campaigns and initiatives to promote and highlight the benefits of physical activity to the student population and the wider campus community;
- iv. With the support of the CEO and an external consultant oversee the:
 - the undertaking of a scoping exercise to investigate SSI's role and remit in the delivery of physical activity initiatives for the HE sports sector in Ireland;
 - development of an SSI physical activity and wellbeing strategy;
 - identify and investigate models of student focused physical activity and wellbeing campaigns and initiatives, and informed by this exercise, develop (costed) bespoke initiatives that could be replicated by SSI nationally and SSI affiliated HEIs locally;
- v. Explore funding opportunities to coordinate research to establish baseline data on levels of student physical activity to, in turn, inform the development of future physical activity programmes and initiatives to increase student activity.

The above is not to be regarded as exclusive or exhaustive, and additional reasonable duties and requirements associated with the role will arise throughout the period of employment.



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Candidate Qualifications and Experience.

The successful candidate will have the following qualifications, skills, and experiences:

Essential:

- A third level undergraduate qualification;
- Five years' experience in a similar role;
- Proven skills and experience in the development and delivery of physical activity, and wellbeing initiatives;
- Knowledge and understanding of national and international physical activity, and wellbeing policies and initiatives;
- Networked within the physical activity and wellbeing, and sports communities in Ireland;
- Excellent attention to detail; report writing and presentation skills;
- Excellent communication and interpersonal skills;
- Significant project management skills and experience.

Desirable:

- A postgraduate third level qualification in health and wellbeing, health promotion, physical activity, sport development, or equivalent;
- Understanding of the HE physical activity, Healthy Campus, and sport environment in Ireland;
- Experience in policy and strategy development;
- A full, clean driving license and access to own transport.

The Candidate:

- Eligible to work full-time in Ireland;
- Proven ability to work on own initiative;
- Self-motivated with a strong work ethic;
- Flexible, positive attitude;
- Energised by the opportunity to develop and shape the new role and the responsibility of leading and building SSI's physical activity and wellbeing remit;
- Ability to interact and influence stakeholders from a range of disciplines.

Contract, Salary, and Annual Leave: Subject to completion of a 6-month probationary period, the successful applicant will be employed on an initial 3-year full-time contract on a starting salary of €40,000 with 23 days annual leave. The appointee will be eligible for pension on completion of 12 months continuous employment, or on the introduction of auto-enrolment if it arises that the scheme is operational before the end of the 12-month period.

The appointment is always contingent on continued availability of the funding that supports this post and is terminable by notice.

Reporting To: The Chief Executive Officer (CEO).



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Place of Work: The SSI Office, Irish Sport HQ, Dublin 15 with hybrid working flexibility.

Hours of Work: The successful applicant will be required to work a 37.5 hour week, primarily 9am to 5pm, Monday to Friday. Occasional evening and weekend work will arise but with time in lieu or reduction in weekly hours granted with the prior agreement of the CEO.

How to Apply: Applicants are requested to submit a cover letter and an up-to-date CV via email to Ciarán Ó hlarnáin at ceo@studentsport.ie. While applicants are not at this stage required to submit referee details an offer of employment to the preferred candidate will be subject to receipt of satisfactory references.

Interview: Shortlisted candidates will be invited to interview in person at Irish Sport HQ on a date to be confirmed.

Closing Date for Applications: Noon, 11th November 2024. Late applications will not be considered.

Student Sport Ireland is an equal opportunities employer.

The SSI Participation Manager role is funded through and with the support of the Sport Ireland Healthy Ireland Fund.

