



Sport Ireland ASPIRE Programme ASPIRE Graduate

Organisation:	Badminton Ireland
Location:	Irish Sports HQ, National Sports Campus
Contract Length:	11-month contract
Full time / Part time:	Full time
Salary:	€22,000 (based on an annual salary @ 12 months)
Application closing date:	January 25 th
Programme duration:	Monday 26 th February 2018– January 2019

The Sport Ireland ASPIRE Programme

ASPIRE is a graduate employment programme that is being funded by Sport Ireland in 2018. This programme has been approved by Government with support from the Dormant Accounts Fund. The aim of this programme is to enable a number of 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 Badminton Ireland. Badminton Ireland are responsible for the recruitment and selection of the graduate.

Job Summary

The role of the ASPIRE Graduate will be to support and coordinate programmes and projects in liaison with the organisation's business departments/units, stakeholders and volunteers. The successful individual will perform a wide range of administrative duties to support the organisation. This placement offers the successful graduate a significant opportunity to gain relevant experience and to potentially advance their career in the sports sector. Previous experience in a similar role is **not** required.

Key Job Duties & Responsibilities

- To support the team / organisation in achieving project / programme objectives.
- To coordinate and have direct responsibility for a project or a specific set of tasks related to a project / programme.
- Perform ad hoc duties as required.
- Working with the Badminton Ireland Development Officer (DO) to deliver key projects in 2018. This will involve:
 - Liaising with Clubs, Schools and Local Sports Partnerships
 - Creating and distribution of development and promotional material

- Managing budgets, bookings and operational plans in conjunction with the DO
- Conduct club profiles and carry out development research
- Create and co-lead club development workshops
- Formulating and implementing ideas to improve club/member growth
- Assist in the creation of the Para Badminton Development Project
- Work as part of the Events Team to deliver and improve our main events including the Irish Open international
 - Attend international and national level events as part of the events team
 - Assist in the planning and deliver of each event
 - Liaise with officials, players and coaches throughout the event
 - Assist the events team in hall preparations and logistics
- Assist the High-Performance team in logistics planning, gaining valuable experience in the area of High Performance Management

Essential Requirements:

The graduate must:

- Have graduated with a Master's or Primary Degree in the area of Sport or Physical Activity between January and November 2017.
- 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.

Desired Requirements:

- Excellent Word, PowerPoint and Excel skills
- Flexibility and desire to take on any task to 'make it happen'
- Passion, or the willingness to become immersed in work
- The ability to set priorities and meet deadlines
- Strong communication skills
- Passion for sport
- Excellent written English skills

This job description is not exclusive or exhaustive. It is intended as an outline indication of the areas of activity.

Please apply by sending your CV and cover letter for the position to dmcgill@badmintonireland.com. Closing date for applications is the 25th January 2018