

Learning and Development Officer

We are seeking a Learning and Development Officer to join the Cricket Ireland Participation team to assist in the administration, development, and implementation of national education programs to enhance the knowledge and practical skills within the game. You will be the first point of contact for all learning and education enquiries.

ROLE OVERVIEW

Working as part of the Cricket Ireland Participation team the Learning and Development Officer will provide direct support to the Coach Education Manager, and the National Development Manager on all volunteer education programmes. They will also be responsible for supporting the Provincial Union Coach Development Leads to administer the Coach Education Strategy and manage the online learning management system.

Reporting to

- Coach Education Manager

Working Relationships

- National Development Manager
- Participation Team
- Provincial Union Development Officers
- Cricket Ireland Coach Developer Team
- ECB Coach Education Team
- Local Sports Partnerships
- Councils
- Sport Ireland
- Sport Northern Ireland

Key Responsibilities

- Administer and manage the Cricket Ireland Coach Association (CICA)
- Administer and support all cricket Ireland coach education courses
- Administration of Coach Education Learning Management System
- Assist provincial unions to ensure best practice administration and delivery of coaching courses
- Facilitate and support coach registrations and accreditations
- Manage and support provincial union coach education leads
- Support the Coach Developer team
- Collate, monitor and report on national coaching statistics
- Promote and grow the Cricket Ireland Coaches Association (CICA)
- Support the National Development Manager to devise and deliver an annual programme of workshops and seminars covering relevant areas of education/learning at all levels
- Support in the development of education and learning initiatives related with the Club Connects Programme
- Support on the implement of ED&I game wide education programme.
- Other duties as directed to support the overall success of the organisation's participation initiatives

Key Requirements:

- Minimum of two years' experience of working/volunteering in community sports environment
- Coaching qualifications
- Previous experience in sport administration
- An understanding of how sports coaching and coaching structures in cricket and other sporting codes work both nationally and internationally
- A good understanding of Coach Development
- Full clean driving licence and access to own vehicle is required
- Requirement to travel across the Island
- A basic knowledge of cricket
- Passionate about cricket and community sport
- Strong written and verbal communication skills
- Strong administration skills
- Highly organised with an ability to manage multiple projects and meet strict deadlines
- Excellent time management skills with an ability to work on your own initiative
- Willingness to be held accountable and desire to deliver against objectives
- Willingness to work evenings and weekends as and when required

Desired Qualities

- 3+ Years Coaching Experience
- A Coach Developer Qualification
- Sport Science or Coaching Degree
- Experience with online learning
- Teaching experience

Remuneration and Role Location

- Salary €28,000 - €32,000 per annum
- Permanent position
- Position Location: Cricket Ireland Head Office Dublin

Process

- Closing date for applications is: 30th January 2024
- Submit a full cv with a detailed letter of application to be sent to: recruitment@cricketireland.ie
- Interviews will be held as soon as possible after the closing date.