



## **Cycling Ireland and (CI) Coaching and Programmes Officer**

Cycling Ireland is the national governing body for cycling on the island of Ireland, dedicated to inspiring a lifelong love of cycling. From grassroots participation to elite performance, we champion the growth of the sport across all disciplines.

### **Role Purpose**

The Coaching and Programmes Officer will be responsible for the administration and support of CI's coach education pathway and programmes. This role ensures the smooth delivery of courses, accurate record-keeping, and effective communication with coaches and stakeholders. The successful candidate will also contribute to the development and implementation of education projects and resources that enhance coaching standards nationwide.

### **Key Responsibilities**

#### Administration & Support

- Respond to enquiries via email and phone in a professional, efficient, and timely manner.
- Provide administrative support and guidance to coaches and stakeholders participating in CI's education pathways programmes.
- Maintain accurate records through ongoing development of the new Candidate Management System (CMS).
- Manage and update databases for Coach Developers, CI Coaches, and other stakeholders.
- Maintain and update the library of resource materials for all education programmes.

#### Programme Coordination

- Plan and coordinate education courses and programmes, including scheduling and logistics.
- Attend education courses and events as required to support delivery and quality assurance.
- Participate in the design, organisation, and implementation of CI education projects, events, and programmes.
- Ensure relevant sections of the CI website are accurate and up to date, including course advertising and materials.

*This job description is not exhaustive, and additional duties may be required to support the organisation's objectives.*

### **Knowledge & Experience**

- Minimum of 2 – 4 years' experience in a fast-paced administrative role.



- Excellent communication and interpersonal skills, with the ability to engage and collaborate with diverse stakeholders.
- Strong administrative, organisational, and time management skills, with the ability to multitask and prioritise effectively.
- Proven proactive approach to problem-solving.
- Demonstrable ability to handle sensitive information confidentially.
- Proficiency in IT systems, particularly Microsoft Office; experience with CMS or similar systems desirable.
- Detail-oriented individual; experience in event management is an advantage.
- Ability to work in a dynamic environment with a strong work ethic.
- Full driving license and access to own vehicle. Flexibility for periodic weekend work.

Joining Cycling Ireland means becoming part of a passionate team that values innovation, collaboration, and excellence. We strive to deliver world-class programmes, support coaches and athletes, and promote cycling as a healthy, sustainable lifestyle.

If you're motivated by making a real impact in sport development and want to help shape the future of cycling in Ireland, we'd love to hear from you!

#### **General information**

The post will be based in Cycling Ireland's Office, on the Sport Ireland Campus

The appointment will be a permanent position with a 6-month probation period.

From time-to-time travel will also be required.

The successful applicant must have a clean driving licence; her/his own transport and will be required to comply with Garda vetting clearance in advance of taking up the position.

Applications in writing via email to [myra.mcglynn@cyclingireland.ie](mailto:myra.mcglynn@cyclingireland.ie) on or before January 21st, 2026.

#### **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

*Cycling Ireland is an equal opportunity employer, celebrating diversity and championing inclusivity. If you require any reasonable accommodation.*