



Competitions & Operations Coordinator

Job Description



Job Title:	Competitions & Operations Coordinator (Temporary)
Terms:	Duration: Full Time, 3 month fixed term contract Start date: Immediate Closing date: 15 th June Interviews: via zoom, 17 th June
Reports to:	General Manager
Key Relationships:	VLV Staff, Competitions & Development Commission, Competitions Director, Volleyball Ireland Member clubs, players and event organisers, local authorities.
Purpose:	<p>Manage all event logistics and administration of Volleyball Ireland’s programme of Summer events and competitions, including the new VLV Beach Tour and Park Volley series. These exciting programmes are integral to the successful re-start of the sport after the Covid pandemic.</p> <p>Be the ‘face on the ground’ supporting clubs and organisers deliver these events to a high standard.</p> <p>The Competitions & Operations Coordinator will take the lead in organising and delivering the first VLV Beach Tour 3* event for our top athletes, and play a key role in setting up player licensing and registrations for the new National League season which is anticipated to start in October.</p>
Key Responsibilities:	<ol style="list-style-type: none"> 1 Manage admin and logistics of Volleyball Ireland’s schedule of Summer events and competitions. 2 Oversee all competition administration, working with relevant commissions to ensure relevant registration processes are completed. 3 Manage the club, player and officials licensing process and system, ahead of the new Indoor Volleyball season. 4 Be the face on the ground at Volleyball Ireland Summer events. 5 Support clubs and event organiser to deliver high quality events. 6 Promote the Volleyball Ireland brand at all events and programmes. 7 Manage competition entries and player registrations for all of Volleyball Ireland’s Summer events. 8 Support all other Volleyball Ireland programmes through the operation of effective administrative procedures. 9 Support the implementation of the Volleyball Ireland Raising the Game Strategic Plan.

	<ol style="list-style-type: none"> 10 Carry out any tasks or duties that are required by the General Manager or Board of Volleyball Ireland. 11 Ensure all activities are carried out in line with relevant Health and Safety legislation and guidelines, Including Covid-19 related protocols. 12 Ensure you are up to date with relevant best practice in NGB related work specific to this Job Description. 13 Ensure all activities are carried out in line with Volleyball Ireland policies and legal compliance, especially in regards to Safeguarding and Protecting Children laws. 14 Be an active and positive team player helping colleagues and Volleyball reach their goals.
<p>The Successful candidate will:</p>	<ol style="list-style-type: none"> 1. Be a great team player. 2. Be enthusiastic and passionate about Volleyball / sport. 3. Have a full driving license and access to own vehicle. 4. Have experience creating and managing events and sports competitions. 5. Be proactive and willing to take the lead on projects. 6. Be competent in the operation of most IT software programmes such as MS Office. 7. Ideally have knowledge and experience of competition management systems such as GO Membership. 8. Have strong attention to detail. 9. Take care in how things are presented and communicated. 10. Have good interpersonal skills and be able to engage with volunteers. 11. Be a good communicator, both on email and in meetings. 12. Be able and willing to work evenings and weekends for the duration of the contract. 13. Ideally have Volleyball experience and knowledge.
<p>Applications:</p>	<p>Interested candidates should submit a CV and Cover Letter to Volleyball Ireland General Manager, Gary Stewart via gm@volleyballireland.com by 5pm Tuesday June 15th. Interviews will be held soon after with an immediate start date.</p>