



V.I.Y. Volleyball
Ireland

Operations Manager

Candidate Brief

Background

Volleyball Ireland is a progressive National Governing of Sport in the twenty-six counties of Ireland. We value integrity, ambition, inclusivity, teamwork and a passion for continuous improvement.

With a multi-cultural membership, strong schools programme and dedicated volunteers operating at all levels of the game we are excited about our future growth.

The sport is undergoing a period of change with participation rates across both Volleyball & Beach Volleyball formats of the game rising. With a new brand identity, innovative programmes and exciting competitions being developed, the future for Volleyball in Ireland is bright.

We are looking for an energetic, passionate and determined **Operations Manager** to help continue the sport's rise, developing their own department and raising operational standards across the organisation.

The Operations Manager is a newly created position with the successful candidate being able to put their stamp on an ambitious sporting body, leading important projects, improving systems and implementing efficient processes.

The Operations Manager will be responsible for overseeing the growth and smooth running of National and International competitions such as the National League & VLV Beach Tour, ensuring the best possible experience for players, referees, coaches & club administrators. They'll also have the chance to develop new initiatives to grow the sport.

Reporting to the General Manager, the Operations Manager will manage key operational activities of Volleyball Ireland including Licensing, Events, Safeguarding and Administration functions.

Whilst overseeing the operation of Volleyball Ireland's office, future sports facilities and administrative staff, the successful candidate will be a member of a committed senior management team and will have the opportunity to learn from an experienced and professional Board.

The Operations Manager will be an important position with the privilege of impacting strategy through engagement with the Volleyball Ireland board and commissions and will be in the enviable position of making a real difference to communities, clubs and people across Ireland.

Key Responsibilities:

- The Operations Manager's primary responsibility shall be the management of the operational activities of Volleyball Ireland, specifically in the areas of Competitions, Licensing, Events, Safeguarding and Administration.
- To lead and manage the Operations Department team to ensure the quality delivery of services and efficient operations of the company
- To work with the Competitions & Development Commission to oversee the growth and development of Volleyball Ireland competitions and events, including but not limited to; The National League, VLY Beach Tour, Park Volley Tour, Business Leagues, University Leagues, Annual Awards Evening, and International events hosted in Ireland.
- To oversee the licensing process, systems and procedures for clubs, players, officials & events.
- The Operations Manager shall be the line manager to the Administration Officer, events team, facility operatives and other staff members as and when necessary.
- To provide key support to the General Manager with regard to strategic planning and operational implementation of annual plans.
- Foster strong relationships with the VLY Board, Commissions and the wider Volleyball community in addition to external representatives of funding bodies and of other organisations associated with Volleyball Ireland.
- Provide operational support to the National Squad Performance Director, aiding the implementation of the High Performance Framework.
- Oversee key compliance activities such as Garda Vetting, Safeguarding, GDPR & Anti-Doping functions.
- Ensure the correct implementation of key policies and processes such as the Complaints & Disciplinary Policy.
- To keep the General Manager apprised regarding the delivery of activities and regarding any risks that may present themselves.

Experience & Knowledge:

- Proven ability to lead and inspire teams in the delivery of sports programmes, events and activities in line with strategic objectives.
- Experience in contributing to budgeting processes and delivering programme, events and activities in line with budgets.

- Knowledge of key principles of good governance processes.
- Knowledge of the sporting sector and how it operates.

Competencies & Attributes:

- Can communicate effectively with a wide range of stakeholders.
- Is calm, confident, decisive and objective, especially under pressure.
- Willingness to be accountable and measured on performance.
- Skilled at prioritising, multi-tasking and problem solving.
- Ability to provide clear, informative and relevant information.
- Excellent presentation and communication skills.
- Is energetic, highly motivated and enthusiastic.
- Copes well with continual change and tight deadlines.
- Is motivated to make member experience the best it can be.

Terms, Conditions & Benefits:

- Competitive salary with applicable bonus and scale
- Full Time & Permanent
- Pension contributions
- Dublin office or remote working is available for day-to-day operational functions
- Access to Sport Ireland training opportunities in a range of relevant topics

Process:

- Deadline for Applications is midnight Sunday 22nd August 2021
- Please send a cover letter and CV outlining your suitability for the role to gm@volleyballireland.com
- Interviews will be held w/c August 29th