



# Operations & Events Coordinator



[info@volleyballireland.com](mailto:info@volleyballireland.com)  
Deadline September 4th

## 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, a 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 & Events Coordinator** to help continue the sport's rise, supporting the delivery of high quality events and competitions.

The Operations & Events Coordinator will be able to put their stamp on an ambitious sporting body, leading important projects, improving systems and implementing efficient processes.

The Operations & Events Coordinator will be responsible for supporting 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.

Reporting to the Operations Manager they will also manage key operational activities of Volleyball Ireland including the Monster Block Newsletter, various promotional campaigns and be the front-of-house of the organisation.

The Coordinator will be an important position with the privilege of impacting strategy and making a real difference to communities, clubs and teams across Ireland.

This is an exciting opportunity for someone who relishes the challenge of growing a great sport, delivering quality events and ensuring excellent experiences for people playing Volleyball.

### **Key Responsibilities:**

- The Coordinator's primary responsibility shall be the administrative support of the operational activities of Volleyball Ireland, specifically in the areas of Competitions, Licensing, Safeguarding and events.
- To lead and manage the VLY Beach Tour ensuring the quality experiences for all players, officials and partners.
- Play a leading role in the organisation and delivery of showcase events including domestic finals and International tournaments.
- To support the growth and development of Volleyball Ireland competitions and events, including but not limited to; The National League, Park Volley Tour, Business Leagues, University Leagues and the Annual Awards Evening.
- To support the licensing process, systems and procedures for clubs, players, officials and event organisers.
- To recruit and manage event volunteers ensuring they are adequately supported and rewarded.
- To provide key support to the Operations Manager with regard to strategic planning and operational implementation of annual plans.
- Provide operational support to Volleyball Ireland National team programme.
- Support 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.
- Act as Volleyball Ireland's front-of-house responding to and signposting email, social media and phone enquires.
- To keep the Operations Manager apprised regarding the delivery of activities and regarding any risks that may present themselves.

### **Experience & Knowledge:**

- Experience in delivering excellent customer service.
- Be a great team player.
- Be enthusiastic, energetic and passionate about Volleyball / sport.
- Have a full driving license and access to own vehicle.
- Have experience creating and managing events and sports competitions.
- Be proactive and willing to take the lead on projects.
- Be competent in the operation of most IT software programmes such as MS Office.

- Ideally have knowledge and experience of competition management systems such as GO Membership.
- Have strong attention to detail.
- Take care in how things are presented and communicated.
- Have good interpersonal skills and be able to engage with volunteers.
- Be a good communicator, both on email and in meetings.
- Be able and willing to work evenings and weekends.
- Knowledge of the sporting sector and how it operates.
- Willingness to be accountable, take ownership of their own work plan and be measured on performance.
- Skilled at prioritising, multi-tasking and problem solving.
- Ability to provide clear, informative and relevant information.
- Copes well with continual change and tight deadlines.

#### **Terms, Conditions & Benefits:**

- Competitive salary with applicable bonus and scale
- Full Time & Permanent
- Pension contributions of 3%
- Dublin office or remote working is available for day-to-day operational functions
- Be able to work within a committed and dedicated team motivated to develop the sport
- Access to Sport Ireland training opportunities in a range of relevant topics
- Opportunity to learn from experienced professionals that volunteer within our Commission, Committee and Board structures
- Opportunity to take ownership of events and competitions having a positive impact on sport and communities across Ireland

#### **Process:**

- Deadline for Applications is Midnight Sunday September 4<sup>th</sup>
- Please send a cover letter and CV outlining your suitability for the role to [info@volleyballireland.com](mailto:info@volleyballireland.com)
- Interviews will be held w/c September 11<sup>th</sup>