



Irish Judo Association

The IJA National Squad Manager & National Squad Programme 2018-2020

The Management Committee of the Irish Judo Association would like to invite applications from any interested party for the role of IJA National Squad Manager. The Programme Plan submissions will be followed by an opportunity to present to an IJA 'Panel' to discuss all new proposals.

The 2018-2020 plan will continue to be funded through IJA self-generated revenue only. All applicants should submit proposals based on total programme costs of €15k per year (excluding remuneration). All IJA financial support for the successful programme is dependent upon continued Sport Ireland funding.

In line with existing policy and best practice, any successful plan will be subject to quarterly reviews.

Applications

Applicants are asked to submit via email: their 2018-2020 National Squad Plan and their personal Curriculum Vitae. The CV should include their skills, personal qualities and experiences against the responsibilities and duties of the advertised role.

Email: admin@irishjudoassociation.ie clearly marked 'Application for National Squad Manager'

Closing Date

The closing date for applications will be 12 Noon on Monday 15th of January 2018.

Succession Timeline

Programme Presentations and interviews will commence the week beginning Monday 5th of February 2018.

Equal Opportunities

IJA is fully committed to the principles of equity and equal opportunities and is responsible for ensuring that no member, employee, or job applicant receives less favorable treatment on the grounds of age, gender, disability, race, ethnic origin, nationality, colour, parental or marital status, pregnancy, religious belief, class or social background, sexual preference or political belief.

Irish Judo Association
Irish Sport HQ, National Sports Campus, Abbotstown, Dublin, D15 DY62
Tel: 01 6251104 Email: admin@irishjudoassociation.ie
Company limited by Guarantee. Registration No. 112335.
V.A.T. Reg No. IE4806869B
President: Mr Seán Fleming



Irish Judo Association

Irish Judo Association

Job Description

Job Title:	National Squad Manager
Reporting To:	IJA Board
Contract Type:	Consultancy
Remuneration:	Agreement between IJA Board and successful candidate.

Job Purpose

The main purpose of the IJA National Squad Manager position is to design & deliver the 2018 – 2020 IJA National Squad Programme. The appointed individual will have lead responsibility for all matters pertaining to the successful delivery of the IJA National Squad Programme which will necessitate effective partnership working with a variety of partners, including: IJA Board, IJA Clubs, Sport Ireland, Sport Ireland Anti-Doping Unit, Sport Ireland Institute, SINI, Sport NI, EJU, IJF, individual athletes, personal coaches, service providers, parents and/or guardians. The National Squad Programme must include clear pathway, strategy and delivery design for the Cadet, Junior, -23 & Senior IJA National Squads. Remit will exclude input, budgets, planning and delivery responsibility for current Sport Ireland High Performance athletes.

Responsible for:

1. To write & co-ordinate delivery and development of the IJA's National Squad Programme
2. The effective communication with individual athletes, their parents/guardians (if under 18), clubs and their personal coaches
3. The sport-specific coaching and co-ordination of support and education services to athletes, coaches and parents/guardians
4. The delivery of technical coaching sessions as and when required to athletes, both on a group and individual basis

Irish Judo Association
Irish Sport HQ, National Sports Campus, Abbotstown, Dublin, D15 DY62
Tel: 01 6251104 Email: admin@irishjudoassociation.ie
Company limited by Guarantee. Registration No. 112335.
V.A.T. Reg No. IE4806869B
President: Mr Seán Fleming



Irish Judo Association

Specific Responsibilities, Personal Duties, Administration & Corporate Governance:

5. To report on a quarterly basis to the IJA Board
6. To be responsible for leading and delivering the administration and logistics for the area of work for which they are responsible
7. To provide high quality verbal and written reports as and when required to a variety of audiences
8. To ensure the maximization of all available resources at all times
9. As part of a cross-corporate working approach, the successful candidate will contribute across all areas of the IJA Strategic Plan as required

Finance:

10. To work within allocated budgets for the IJA National Squad Programme
11. To adhere to IJA's financial procedures

Planning & Management:

12. To plan and implement their work programme with regard to the main functions of the role as outlined above in negotiation with the IJA Board of Directors.
13. To contribute to and/or staff IJA event(s) where required

Communications:

14. Effective communication and professional interaction with, though not exclusively: IJA Board of Directors, IJA staff members, volunteers, member clubs, Sport Ireland, Sport Ireland Institute, SINI, Sport NI, EJU and IJF



Irish Judo Association

Personnel Specification - National Squad Manager, Irish Judo Association

Essential Skills

Candidates must possess an internationally recognised coaching qualification - Minimum of IJA Level 2 Coach or equivalent

Hold a minimum Judo grade of 1st Dan Black Belt

Hold current Child Protection Awareness Award and Garda/PSNI vetting

Desirable Skills

Significant, demonstrable experience of developing performance-oriented techniques and skills within talented and developing individual athletes

Significant, demonstrable experience of athlete and support staff management at competitions (domestic and international)

Preferably educated to Degree level (or equivalent)

General competence in Microsoft software systems, to include, though not exclusively: MS Word and MS Excel

Demonstrable experience of budget management

Demonstrable experience of effective partnership working

Experience of working with volunteers

Current and valid first aid or basic life support qualification from a recognised provider

Experience

Candidates must have minimum of two years relevant coaching experience in Judo and be able to demonstrate evidence in their application of success in five of the following areas:

- a. Knowledge of principles and practices of initiating a structured Judo development programme;
- b. Knowledge of performance planning, including periodization and development specific, training loads and methods consistent with the IJA LTAD model;
- c. Competent knowledge of traditional and contemporary coaching styles, techniques and Judo structures;
- d. Assisting with the development of personal and national coaches;
- e. Managing team, resources and budgets;
- f. Ability to demonstrate integrity and appropriate working relationships with coaches, officials, judoka, volunteers and young people;
- g. Utilisation of IT skills in the development and promotion of Judo



Irish Judo Association

Intelligence

Candidates must be capable of establishing good working relationships with a wide range of people, organisations, groups etc. and should be able to establish and maintain a network of contacts

Disposition/Personality

The ideal candidate will be highly motivated and enthusiastic
Candidates must also be self-reliant and be able to work on their own initiative

Personnel Skills/Aptitudes

Candidates must demonstrate by way of their application and interview:

- a. Effective communication and interpersonal skills;
- b. A high degree of self-motivation, enthusiasm and ability to work on their own initiative and as part of a team;
- c. Computer literacy including word, excel and power point;
- d. An ability to plan, organise and prioritise;
- e. The capacity to develop innovative partnerships in the development of Irish Judo

Circumstances

Candidates must possess a valid current driving licence and have access to a form of transport for the performance of official duties