

## **The Pitch and Putt Union of Ireland**

### **Background**

The National Governing Body of Sport in Ireland, the Pitch and Putt Union of Ireland (PPUI) has 10,000 members in 115 clubs throughout Ireland.

Applications are invited from suitably qualified personnel for the following position:

### **Pitch and Putt Union of Ireland** **Job Description**

**Title** National Coaching and Development Manager

**Reporting to:** National Executive Committee (NEC)

**Base:** Irish Sport HQ, National Sports Campus, Blanchardstown, Dublin 15

**Job Purpose** To administer and monitor the Pitch and Putt Union of Ireland's Coaching Programme in conjunction with Coaching Ireland.

### **Key Responsibilities**

- To develop and implement a successful coaching programme in consultation with Coaching Ireland
- To develop and implement strategies to increase participation and further develop the sport in Ireland
- To devise, implement and deliver training courses on behalf of the Union
- To liaise with the Irish Sports Council and other relevant parties
- Any other duties as may be assigned from time to time by the National Executive Committee in line with the Union's strategic plan

### **Person Specification**

#### **Essential Skills**

- Proven organisational skills
- Strong oral and written communication skills
- Good knowledge of sport in Ireland and the work of the PPUI
- Must be able to display initiative, common sense and logic
- Clean full driving licence and use of car

#### **Desirable Skills**

- Previous experience in a similar position would be beneficial but not essential
- Proven IT Qualities

Salary is circa €30,000 dependent on experience

**How to apply**

Please apply for this position in strictest confidence with a cover letter and Curriculum Vitae to:

Hon. Secretary  
Pitch and Putt Union of Ireland  
Irish Sport HQ  
National Sports Campus  
Blanchardstown  
Dublin 15

The closing date for receipt of applications is **Wednesday 22<sup>nd</sup> July 2015.**

The Pitch and Putt Union of Ireland is an equal opportunities employer.