



## Assistant Head of Delegation

**Brief summary:** The Assistant Head of Delegation (AHOD) is responsible for supporting the operational aspects of Team Ireland including team preparation, training and travel. The individual will provide advice and support to the Head of Delegation (HOD). While some aspects of the organisation will remain the responsibility of the HOD, other duties and responsibilities may by mutual agreement, be shared or delegated to the AHOD.

**Term of Office:** From time of appointment to 8 weeks after the Games

### Key tasks & responsibilities:

#### *Prior to Games*

- Provide advice and support to the Head of Delegation (HOD) for Team Ireland, as required.
- Organisation of operational aspects of squad training sessions (e.g. accommodation booking, transportation, catering etc.) and team preparation.
- Ensure completion of all necessary documentation for Games credentials.
- In cooperation with the HOD work within the agreed budget for Team Ireland 2023 project.
- In cooperation with the HOD, work with uniform suppliers and Management team in sizing and ordering of team uniforms.
- Support the HOD in developing a strong team spirit through provision of clear instructions and an open and supportive communication system.
- Support the HOD in ensuring timely communication with Team Ireland members, their Special Olympics clubs, family members and carers in regards to training sessions and all relevant aspects of the event.
- Support the Sports Coordinator and Head coaches in completion of registration materials and relevant paperwork.
- Support the HOD in complying with all timelines issued by the Local Organising Committee and establish timelines for Team Ireland to ensure adherence to same.
- Attendance at pre-event meetings as required.
- Provide information and support to relevant Special Olympics staff members on Team Ireland for public relations
- Ensure that all Team Ireland members act in a professional and courteous manner at all times.
- Undertaking any other administrative or organisational tasks as required.
- Abide by Special Olympics Ireland's policies and procedures.

#### *During Games*

- Manage and lead Team Ireland's departure to the Games in cooperation with the Head of Delegation (HOD). The HOD will travel prior for meetings.

- Ensure Special Olympics Ireland is in attendance at all HOD meetings during the Games (either represented by HOD or AHOD).
- In conjunction with the HOD and Sports Coordinator, ensure all sports teams are supported where necessary during the 2023 Games.
- Support the HOD to coordinate the delegation in areas including Host Town, Ceremonies, entertainment and Healthy Athletes and ensure that Team Ireland athletes have a complete Games experience, where competition schedules permit.
- Maintain an accurate record of all expenditure by Team Ireland.
- Ensure compliance of all team members with all Special Olympics Ireland and 2023 Local Organising Committee policies and procedures.
- Support the HOD, if required, to ensure full and accurate written records on relevant Special Olympics Ireland forms of all accidents or incidents involving any member of Team Ireland.
- Support the HOD to ensure Special Olympics Ireland is kept updated on Team Ireland's Games experience through the agreed communication channels.
- Support the Family and Supporters Coordinator on any related concerns.
- Carry out regular "Check In" with all management and Head Coaches (delegated as required) to ensure all challenges are addressed and supported.
- Abide by Special Olympics Ireland's policies and procedures and those in operation at the 2023 Special Olympics World Summer Games

#### **Post Games**

- Completion of all budget related reports for Special Olympics Ireland.
- Completion and submission of a written report by July 30<sup>th</sup> 2023.
- Completion of any related PR aspects for Team Ireland.

#### **Person Specification**

To take up the position of AHOD you must have:

- Excellent communication, people-management and motivational skills.
- Ability to demonstrate leadership qualities and to foster a spirit of teamwork by chairing meetings and delegating tasks.
- Experience travelling away with teams within and/or outside of Special Olympics.
- Experience of working within tight budgets and timescales.
- Be a registered volunteer with Special Olympics Ireland and have a strong understanding of the Special Olympics programme.
- Be familiar with Special Olympics Article 1, General Rules.
- Be committed to making the Games a positive experience for Team Ireland.
- Have completed (or be committed to complete) the Safeguarding 2 training up to the level of Children's Officer (Sport Ireland)/ Designated Safeguarding Children's Officer (Sports NI).
- Competent in use of word, excel and e-mail and can access documents on the web. E-mail and online meetings (zoom/teams) is a key method of communication and it will be necessary to have regular and frequent access to it.
- Hold a current full clean driving license.
- Be available to volunteer for the duration of the project and to attend all training/preparation sessions as required which will include weekends, overnight stays, and possibly various locations in the regions.