



Family and Supporters Coordinator

Brief summary: To be the point of contact for family members and supporters of Team Ireland athletes and to facilitate communication with the Local Organising Committee (LOC), as required. To provide advice and assistance to the Special Olympics Ireland family members and supporters at the Games.

Term of Office: From time of appointment to 3 weeks after the Games

Key tasks & responsibilities:

Prior to Games

- Be the point of contact between Team Ireland families/supporters and the Local Organising Committee (LOC) on all aspects relevant to families and supporters.
- Attend Team Ireland meetings and training weekends as required.
- Coordinate and deliver Family Member/Supporters information sessions via an online platform. .
- Ensure the timely distribution of Games registration information and materials.
- Provide information and updates to family members and supporters, including deadlines for registration and accommodation, ensuring compliance with LOC registration timelines.
- Ensure family members and supporters are aware of Special Olympics Ireland policies and procedures, particularly with regards to access to athletes at training and during Games.
- Update and liaise with the Head of Delegation in regards to any relevant information/concerns related to family and supporters, at the earliest possible opportunity.
- Abide by Special Olympics Ireland's policies and procedures.

During Games

- Provide reasonable advice and support to families/supporters attending the Games.
- Be the main point of contact between the families/supporters and the Local Organising Committee to resolve Games challenges affecting family members/supporters.
- Coordinate any advance registration for family events during Games time.
- Attend all family/supporter events and encourage attendance of Team Ireland family members/supporters.
- Abide by Special Olympics Ireland's policies and procedures and those in operation at the 2023 Special Olympics World Summer Games.

Post Games

- Submit a report to the Head of Delegation by July 23rd 2023.

Person Specification:

To take up the position of Family and Supporters Coordinator you must:

- Have completed the Safeguarding 1 workshop (Sport Ireland/Safeguarding Children and Young People in Sport (Sports NI).
- Possess excellent communication skills.
- Be a registered volunteer with Special Olympics Ireland and have an understanding of the Special Olympics programme.
- 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.