



## **Director of Sport**

### **(5 Year Fixed Term Appointment)**

#### **GENERAL JOB DESCRIPTION**

##### **Duties and Terms & Conditions of Employment**

#### **1. PREAMBLE**

Mary Immaculate College (MIC) is an autonomous, university-level, Catholic College of Education and the Liberal Arts. Founded in 1898, and linked academically with the University of Limerick, MIC is the oldest higher education institution in Limerick. Significant expansion in recent decades has seen the College's offerings expand across two modern campuses, one based in Limerick City and one in Thurles, Co. Tipperary. The student community consists of more than 5,000 learners, participating in fifteen undergraduate degree programmes and several postgraduate programmes extending to PhD/Doctoral level. Academic staff engage in a wide range of academic research areas, and research underpins all teaching and learning at MIC.

MIC seeks to prepare its students for professional excellence and to nurture their capacity to lead flourishing lives

#### **2. CANDIDATE PROFILE & SCOPE OF THE POSITION**

Mary Immaculate College invites applications from suitably qualified applicants for the role of Director of Sport on a 5 Year Fixed Term - full-time basis. This senior appointment will be made at Assistant Principal Officer (APO) grade.

This role is to lead the evolution of its sports provision in line with institutional goals and objectives. The Director will be responsible for driving sporting excellence, student engagement, and entrepreneurial innovation, while embedding sport into the College's broader academic and cultural ecosystem.

This new senior leadership role demands a collaborative disposition, and an evidenced capability to work across academic faculties, student services, international offices, and external partners. The postholder will direct and mature MIC's sports infrastructure — including the Tailteann Sports Complex in Limerick and associated facilities at the Thurles Campus — and ensure that sporting teams, individual athletes, and all students are supported to achieve personal and collective success. A significant part of the role involves revenue diversification, program innovation, and expanding sport as a vector for international student recruitment, community outreach, and institutional reputation.

The Director will develop a high-performing, diverse, and inclusive team, and play a decisive role in the design and development of new, interdisciplinary sports-related programmes, international partnerships, and engagement frameworks with civic and sporting communities locally, regionally, nationally and internationally.

The post-holder will be a person of the highest integrity, professionalism, and probity.

### **Essential Criteria**

In order to be considered for this position, candidates must have:

### **Essential Qualifications and Experience**

#### **Educational Requirements:**

- Master's degree in Sport Management, Sport Psychology, Business Administration, Education, or related field

#### **Professional Experience:**

- Minimum 3 years of leadership experience in higher education sport, community sport, GAA development, or related sector/s
- Demonstrated success in revenue generation, budget management, and financial planning
- Proven track record in strategic planning, programme development, and organizational transformation
- Experience in partnership development and stakeholder management, preferably including GAA and/or established sport organisations
- Evidence of commitment to gender equity and inclusive programming

#### **Leadership and Management:**

- Evidenced strategic thinking and visionary leadership capabilities
- Demonstrated financial acumen and commercial awareness
- Cultural competency and diversity programme experience
- Data analysis and evidence-based decision-making skills
- Change management and organizational development expertise
- Understanding of Irish sporting culture and GAA structures

### **Desirable Qualifications and Experience**

#### **Advanced Qualifications:**

- Professional qualifications in coaching, sports psychology, counselling, or GAA development
- Additional qualifications in mental health, cultural competency, or gender equity training

#### **Specialized Experience:**

- Women in Sport programme development or leadership
- International higher education experience
- Teacher education or educator preparation programme involvement
- Understanding of research culture and practice within the Irish and other higher educational contexts

*Cuirfear fáilte roimh iarratais ó dhaoine go bhfuil dearcadh dearfach acu i leith na Gaeilge.  
Applications are welcome from people who have a positive outlook to Irish.*

**Candidates must clearly indicate in their applications how they meet each of the above criteria. Candidates will be shortlisted on the basis of both essential and desirable**

### **3. JOB DESCRIPTION**

#### **Reporting Relationship**

The Director of Sport will report directly to the College President and will work collaboratively with the Vice-Presidents for Academic Affairs, Administration & Finance, and Research, reflecting the cross-institutional nature of the role.

The appointee will work closely with Deans, Heads of Department, the Estates team, the Environment and Sustainability Committee, Student Life, other key professional services across the College, and a range of external stakeholders or established partner organisations.

The reporting relationship is subject to review and may be altered from time to time, in line with service needs and developments in the College.

#### **Duties and Responsibilities**

##### **Strategic Leadership Responsibilities**

##### **1. Institutional Strategy and Vision Development**

- Co-design, develop, and implement a comprehensive and long-term strategy that integrates sport into the academic, and wider cultural fabric of the College, while aligning with national sporting priorities and international benchmarks.
- Lead cross-institutional integration of sport into academic programmes, student services, and community engagement frameworks.
- Establish sport as a core element of MIC's unique value proposition in initial (and other) teacher education programs and student experiences.
- Establish measurable outcomes that demonstrate sport's contribution to and impact upon institutional objectives and student success
- Develop and maintain strategic partnerships

##### **2. Partnership Development and Management**

- Provide leadership of the strategic partnership with Munster GAA, including programme development, facility sharing, research collaboration, and community engagement initiatives
- Advance MIC's *Women in Sport* agenda through strategic partnerships, programme development, and advocacy initiatives that complement broader sporting provisions
- Develop and maintain relationships with local and national sporting bodies, clubs, community organisations, and international partners
- Negotiate and manage commercial partnerships, sponsorship agreements, and collaborative ventures that align with institutional values and advance strategic objectives
- Facilitate academic partnerships for research and development in sports science

## **Financial Management and Commercial Development**

### **3. Revenue Optimization and Budget Management**

- Achieve agreed and annual revenue targets through diversified programming, facility optimization, and strategic partnerships
- Develop and manage comprehensive budgets encompassing operations, capital development, strategic initiatives, and partnership investments
- Lead commercial operations including membership schemes, events, corporate partnerships, and GAA programme development
- Ensure financial sustainability and growth across all sporting activities while maintaining accessibility and inclusion commitments

### **4. Commercial Strategy and Innovation**

- Drive revenue generation through optimised facility utilisation, commercial programmes, partnership agreements, and innovative service delivery models
- Develop business cases for facility development, programme expansion, and impactful partnership investments
- Establish entrepreneurial programme models that serve diverse student and community needs while generating sustainable income streams
- Collaborate on grant application processes that support and advance various sporting initiatives and developments

## **Academic Integration and Student Experience**

### **5. Student Wellbeing and Mental Health Leadership**

- Co-design and support implementation of comprehensive mental health support programmes utilising sport and physical activity as therapeutic interventions
- Establish crisis response protocols and preventative programming in collaboration with Student Services
- Collaborate on the development of “wellbeing curricula” that prepares teachers to support student mental needs across a variety of educational settings and contexts
- Create inclusive programming that addresses diverse student needs, including international students, mature learners, first-in-family, and/or students with a range of health conditions and/or impairments.

### **6. Cultural Integration and Diversity Leadership**

- Develop culturally responsive sport programmes that facilitate international student integration through GAA culture and cross-cultural understanding
- Advance *Women in Sport* initiatives that prepare female students for leadership roles in a range of education, community, and/or corporate settings
- Lead initiatives that prepare future teachers for culturally diverse classroom environments through sport-based learning
- Create partnerships with cultural organisations, international institutions, and GAA clubs that enhance global engagements and perspectives while celebrating Irish heritage
- Establish language support mechanisms and culturally appropriate activities that celebrate diversity through sport

### **7. Academic Programme Integration**

- Collaborate with academic departments and various student service agencies to develop interdisciplinary programmes in areas such as; coaching and refereeing, sport psychology, “GAA studies”, wellbeing education, and gender equity in sport

- Establish MIC as a research hub for sport in education, teacher preparation, student wellbeing, and traditional Irish sport development
- Support design and delivery of continuing professional development opportunities for teachers, community clubs, societies, and organisations in sport and wellness integration
- Advocate for evidence-based practice through data collection, analysis, and programme evaluation across all initiatives

## **Operational Excellence and Facility Management**

### **8. Facility Leadership and Development**

- Optimize utilisation of Tailteann Sports Complex and Thurles Campus facilities to achieve 85%+ occupancy/usage rates
- Contribute to facility development planning that anticipates future needs, incorporates sustainable practices, and supports diverse programming
- Collaborate on maintenance protocols and capital planning frameworks that protect long-term asset value
- Create innovative space utilisation strategies that accommodate diverse programming needs and partnership requirements

### **9. Technology and Innovation Leadership**

- Implement and interrogate comprehensive data collection practices and analyses to track participation, outcomes, and financial performance and efficiency across all programmes and all activities
- Establish evidence-based decision-making frameworks that demonstrate programme impact and inform strategic planning
- Lead digital innovation initiatives that position MIC as a technology leader in higher education sport

## **Team Leadership and Stakeholder Engagement**

### **10. Human Resource Leadership and Development**

- Recruit, develop, and retain a high-performing, diverse team of sport professionals with expertise across a wide range of sporting codes
- Advance provision for professional development frameworks that ensure staff remain current with industry trends, cultural competency requirements, and best practices
- Model and foster an inclusive workplace culture that reflects MIC's values and mission
- Develop succession planning and career progression pathways for team members

### **11. Stakeholder Engagement and Advocacy**

- Maintain effective and collaborative relationships with senior leadership, academic and professional staff, students, and external organisations and partners
- Contribute to the development of communication strategies that promote sport programmes, celebrate achievements, and advocates for impactful investment in MIC's comprehensive sport provision
- Represent MIC in national and international higher education sport forums and events

The duties and responsibilities are broadly defined and are not exhaustive. The performance of the entire range of duties is not necessarily confined to any one individual, as the work requires that the staff function in a flexible manner, and work together as a team. The College retains the right to assign new duties and/or to re-assign staff to other areas of the College, in response to service needs.

#### **4. TERMS AND CONDITIONS**

##### **General**

All persons employed will sign an appropriate contract, which will contain terms and conditions of the employment. A job description is given to all applicants for employment and this will form part of the contract documentation.

##### **Place of Work**

The appointee's place of work will be Mary Immaculate College, Limerick. The College reserves the right to require the appointee to work from any other location. It is a requirement of the College that the appointee must reside within a reasonable distance of the College.

##### **Exclusivity of Service and Outside Work**

The person appointed will be required to devote his/her full-time attention and abilities to his/her duties during his/her working hours in the College and to act in the best interest of the College at all times. Therefore, for as long as the successful applicant is working in the College, he/she may not, without the prior written consent of the College, be actively engaged or concerned in any way, either directly or indirectly, in any other business or undertaking where this is or is likely to be in conflict with the College's interests or the performance of the duties that the person has been employed for.

The appointee will not, during his/her tenure of office, undertake paid outside work unless he/she has received the permission of the Vice President of Administration and Finance (VPAF) to undertake such work on the terms and conditions as agreed for the particular undertaking in question. In every case, it is the duty of the appointee to seek in writing the prior permission of the (VPAF). It is also the duty, in every case, of the appointee to inform the person or body for whom the work is being undertaken, that the work is being conducted in a private capacity and that the College cannot in any circumstances be responsible for such work.

##### **Probationary Period**

The appointment is subject to satisfactory completion of the standard 6-month probationary period. The probationary period may be extended at the discretion of the College but will not in any case exceed 11 months. Absences during the period of probation will extend the probationary period. Performance and conduct during the probationary period will be reviewed through a process of assessment meetings. Termination of the appointment during the probationary period, for any reason or no reason, will be at the discretion of the College. The disciplinary procedure will not apply to a dismissal during probation where the probationary employee has been employed by MIC for less than 12 months.

## **Hours of Attendance**

Full-time working hours are 35 hours per week.

Normal hours of duty are Monday to Thursday, 9:00am to 05:00 pm, with a 1-hour unpaid lunch break each day and Friday, 9.00 am to 4.45 pm with a 45-minute unpaid lunch break. However, the duties attaching to the position are such that the post holder may be required to work evenings/weekends on occasion to accommodate service needs. Subject to College policy, the post holder may avail of “Time-Off-In-Lieu (TOIL)” or overtime where working hours exceed the contract hours per week.

The College reserves the right to adjust starting and finishing times or days of duty to meet service needs.

## **Salary**

The Salary scale for this position has been approved by the Department of Further and Higher Education, Research, Innovation and Science and the Higher Education Authority in line with Government Policy on Public Sector remuneration. The rate of remuneration may be adjusted from time to time in line with Government pay policy. The appointment will be made on the salary scale at a point in line with current Government Pay Policy. New entrants to the Civil or Public Sector, as defined in Circular 002/2024, will commence on the first point of the salary scale.

This post is at Assistant Principal Officer grade. With effect from 1<sup>st</sup> August 2025, the annual salary scale for the grade of Assistant Principal Officer is:

€81,474; €84,473; €87,516; €90,569; €93,616; €95,373; €98,450; (LSI 1); €101,536 (LSI 2)

Increments are awarded in line with national pay agreements.

Salary will be paid on a monthly basis on the 25<sup>th</sup> of each month, or the previous Friday if 25<sup>th</sup> falls on a weekend, using the Paypath facility. Payment of salaries and wages are subject to statutory deductions, i.e. Income Tax (PAYE), Superannuation Contributions, Pay Related Social Insurance (PRSI) and Universal Social Charge (USC).

## **Superannuation**

New entrants appointed will be required to participate in the Single Public Service Pension Scheme and pay Superannuation contributions at the appropriate rates in accordance with the provisions of the Public Service Pensions (Single Scheme and Other Provisions) Act, 2012.

All other eligible appointees are automatically included in the Colleges’ of Education Pension Scheme on taking up appointment. In compliance with the Colleges of Education Pension Scheme, deductions amounting to 6.5% are made from salary.

The appointee will be required to pay Additional Superannuation Contribution (ASC) under the provisions of the Public Service and Pensions Act 2017.

Appointees who commenced employment in the public service between 1st April 2004 and 31st December 2012 and have not had a break in employment of greater than 6 months will

have no mandatory retirement age. All other appointees will have a mandatory retirement age of 70.

Staff who are not eligible for membership of the Colleges' of Education Pension Scheme or the Single Public Service Pension Scheme may avail of a PRSA (Personal Retirement Savings Account). A designated PRSA provider has been nominated by the College and staff who are not eligible for membership of the aforementioned schemes should contact the Finance Office for further information on PRSA.

### **Pension Abatement**

If an appointee has previously been employed in the Civil or Public Service and that appointee is entitled to or in receipt of a pension from the Civil or Public Service or where a Civil/Public Service pension comes into payment during the appointee's re-employment that pension will be subject to abatement in accordance with Section 52 of the Public Service Pensions (Single Scheme and other Provisions) Act 2012.

In applying for this position, the applicant is acknowledging that they understand that the abatement provisions, where relevant, will apply. It is not envisaged that the College will support an application for an abatement waiver in respect of appointments to this position.

### **Annual Leave**

The annual leave entitlement for this grade is 30 working days per leave year. Annual leave should be taken when students are off campus and the taking of leave must have the prior approval of the relevant Line Manager.

Public Holidays are granted in accordance with the provisions of the Organisation of Working Time Act, 1997.

### **Sick Leave**

Employees who have a minimum 3 months continuous employment with the College may be granted sick pay subject to the terms of the Public Service Sick Leave Scheme. Sick pay is contingent on full cooperation and compliance with the Colleges absence management procedures.

### **Confidentiality**

In the course of working in Mary Immaculate College, the person appointed may have access to or hear information concerning staff and/or students and/or the functioning and the business of the College. Such information acquired in the course of employment with the College, including any aspect of the College's responsibilities or operations, is considered to be confidential information. On no account must information concerning students, staff or other College business be divulged or discussed except in the performance of normal duties and, unless authorised to do so, this information shall not be communicated to a third party. In addition, records must never be left in a manner that unauthorised persons can obtain access to them and must be kept in safe custody when no longer require



## **Health & Safety**

Mary Immaculate College attaches the highest regard to the safety, health and welfare of its employees. It is the duty of each employee to take reasonable care to protect the health and safety of themselves and of other people in the workplace. Each employee must comply with all health and safety policies and procedures in operation in Mary Immaculate College and familiarise him/herself with the Safety Statement.

Employees are obliged to wear any PPE (Personal Protective Equipment) that they may be provided with and no person shall intentionally or recklessly interfere with or misuse any appliance, protective clothing or other equipment provided in the workplace for health and safety purposes. Employees are statutorily/legally obliged to ensure that any accidents/incidents which may occur are reported promptly to the Health and Safety Officer on the MIC Accident/Incident Report Form.

## **College Policies, Rules and Regulations**

The College is a Public Sector employer and is bound by National Agreements. It is also bound by regulations, circulars and directives issued on behalf of Government by the Department of Finance, the Department of Education, the Department of Further and Higher Education, Research, Innovation and Science and the Higher Education Authority.

Employees are at all times subject to the provisions of the Code of Conduct for Staff, College policies, rules and regulations. These policies include but are not confined to Disciplinary & Grievance Policies, Dignity at Work, Examination Rules & Regulations, Policy on Responsible Computing and Use of Information Technology Facilities. All employees are required to familiarise themselves with the contents of Policies and Procedures, available on the College's Staff Portal.

## **Termination of Employment**

At least three calendar months written notice is required to resign this post.

On the termination of employment but before departing from the College, staff members are required to return to the College all books, reports, memoranda, correspondence, papers, records, reports, files including data held on electronic files, computer disks, electronically recorded discs, and any other documentation, and all other property, including office keys, belonging to the College or relating to its business or affairs which are in the possession of a staff member or under his/her control when the employment is terminated.

## **5. APPLICATION AND SELECTION PROCESS**

### **Method of Selection for Recommendation**

#### *Shortlisting*

An expert group will convene to conduct shortlisting of applicants, measured against pre-determined criteria.

The criteria that will be used to shortlist candidates for this appointment are:

- a) Educational Requirements:  
Master's degree in Sport Management, Sport Psychology, Business Administration, Education, or related field
- b) Professional Experience:  
Minimum 3 years of senior leadership experience in higher education sport, community sport, GAA development, or related sectors
- c) Leadership & Management:  
Demonstrated financial acumen and commercial awareness
- d) Partnership Development and Management:  
Experience in partnership development and stakeholder management, preferably including GAA and/or established sport organisations

Normally the number of applications received for a position exceeds that required to fill the position. While a candidate may meet the eligibility requirements of the competition, if the numbers applying for the position are such that it would not be practical to interview everyone, the College may decide that a limited number will be called to interview. This is not to suggest that other candidates are necessarily unsuitable to undertake the job, rather that there are some candidates, based on their application, appear to be better qualified and/or have more relevant experience. It is incumbent, therefore upon the applicant, to ensure that all relevant information is included in their application and that they clearly identify how they meet the specified candidate criteria.

The selection process may include an aptitude assessment of one or more of the essential competencies for the post.

#### *Interview*

A recommendation for appointment will be made by an Interview Board. The appointment will be based on this recommendation, except where considerations of health or an unsuitable record in previous employment warrants a departure. A panel will be formed from which appointments to the position of **Director of Sport** may be filled during the life of the panel (12 months).

Candidates must produce satisfactory documentary evidence of all training and experience claimed by them, if required.

#### **Pre-Employment Health Assessment**

For the purpose of satisfying requirements as to health, successful candidates, before being appointed, may be required to participate in pre-employment health screening

#### **Garda Vetting**

Successful applicants may be required to participate in Garda vetting. Specific instruction on this process will be given at the appropriate time. Applicants who do not comply with the College's requirements in this regard will be excluded from consideration for appointment. Applicants who have resided outside Ireland for a cumulative period of 36 months or more

over the age of 18 years must furnish a Foreign Police Clearance (FPC) from the country or countries of residence. Please note that any costs incurred in this process will be borne by the applicant.

### **Applicants Outside European Economic Area (EEA)**

Mary Immaculate College welcomes applications from candidates outside the EEA, however such applicants should familiarise themselves with relevant Government policy before making an application. Further information from the Department of Enterprise, Trade and Employment is available here: [Economic migration policy - DETE \(enterprise.gov.ie\)](#)

### **Making of Applications**

Applications must be submitted on an official application form in typed format. Handwritten or incomplete applications will not be accepted. Application forms for this post may be downloaded from the Mary Immaculate College website - [www.mic.ul.ie/about-mic/vacancies](http://www.mic.ul.ie/about-mic/vacancies). Applications must be submitted by e-mail to [recruitment@mic.ul.ie](mailto:recruitment@mic.ul.ie) with the subject title **Director of Sport** - no later than:

**2pm on Thursday, 9<sup>th</sup> October 2025**

The Human Resources Office will acknowledge receipt of your application by sending an email to the email address provided. Please be sure to check Spam and Junk folders as it may be redirected here by your account preferences. If you do not receive an acknowledgement of your application form within 2 working days, please contact [hr@mic.ul.ie](mailto:hr@mic.ul.ie).

Late applications will not be accepted.

The College will not be responsible for any expenses, including travelling expenses, which candidates may incur in connection with their candidature.

Any attempt by a candidate either personally or through any other person, on their behalf, to canvass or otherwise influence the outcome of the selection/interview process in their favour will lead to disqualification from the competition. Any representations made on behalf of a candidate, without their knowledge will be ignored.

Mary Immaculate College is an equal opportunities employer. Mary Immaculate College holds an Athena SWAN Bronze Institution award in recognition of our commitment to advancing equality and opportunity for all in higher education.

**September 2025**