



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). The role of the AHOD for the World Winter Games will also incorporate the role of families and supporter's coordinator.

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

Key tasks & responsibilities: ***Prior to Games***

- Overall support to the Head of Delegation.
- Organisation of operational aspects of squad training sessions (e.g. accommodation booking, transportation, catering etc.) and team preparation.
- 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 completion of all necessary documentation for Games credentials for Team Ireland.
- In collaboration with the HOD, work with uniform suppliers and Management team in sizing of team uniforms. Ensure the required technical uniform and sports equipment is in place for all sports.
- 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 regarding training sessions and all relevant aspects of the Games.
- Support the 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.
- 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.
- Coordinate and deliver Family Member/Supporters information sessions with a blend of online/in person.
- 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 prior and during Games.
- Provide reasonable advice and support to families/supporters attending the Games.
- Coordinate any advance registration for family events during Games time.
- Support Head coaches in the preparation, planning and organisation of squad training sessions, including identifying and securing sports facilities, where required.
- Liaise with Head coaches as to the progress of team squads and individual athletes, establishing a regular two-way communication system.
- Be familiar with the roles and responsibilities of Head Coaches and Coach/Chaperones.
- Source and or provide necessary training or up skilling for Coach/Chaperones and Head Coaches.
- Be fully aware with Special Olympics Article 1, General Rules as they pertain to the Games.
- Provide information and support to relevant Special Olympics staff members on Team Ireland for public relations.
- Ensure that all Team Ireland members always act in a professional and courteous manner.
- Undertaking any other administrative or organisational tasks as required.
- Abide by Special Olympics Ireland's policies and procedures.

During Games

- Ensure Special Olympics Ireland attends all HOD meetings during the Games (either represented by HOD or AHOD).
- In conjunction with the HOD ensure the Floorball and Ski teams are supported where necessary during the 2025 Games where scheduling may require additional support.
- 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, receipts of all expenditure by Team Ireland.
- Ensure compliance of all team members with all Special Olympics Ireland and 2025 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.
- Maintain regular communication with all Head Coaches (at least once daily) and maintain an accurate record of all performances of all Team Ireland members from divisioning through to finals.
- Ensure the HOD is updated on Team Ireland's Games experience through the agreed communication channels.
- Work with Head Coaches to ensure that athletes receive a complete Games experience and participate fully in the Host Town Programme and where competition schedules allow, participate in other related Games opportunities including Special Olympics Town and Healthy Athletes Programme.
- Support Head coaches in terms of sports specific queries and issues at Games time, which may include queries related to Special Olympics Article 1, General Rules.

Post Games

- Completion and submission of a written report by April 17th, 2025.
- Completion of any related PR aspects for Team Ireland.
- Attendance at post Games celebrations/recognition events as required.

Person Specification

To take up the position of AHOD you must:

- Be a registered volunteer with Special Olympics Ireland and have a strong understanding of the Special Olympics programme.
- 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.
- Willing to take on a chaperoning role to support the team if required.
- Comfortable sharing a room for training sessions and at Games time with a fellow management team member of the same gender.
- Comfortable with 10,000 – 20,000 steps per day.
- Experience of working within tight timescales.
- Be familiar with Special Olympics Article 1, General Rules.
- Be committed to making the Games a positive experience for Team Ireland.
- 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 beginning June 2024 – March 2025.