



Boxing Ireland – High Performance Administrator

JOB TITLE	High Performance Administrator
SALARY BAND	Level 2
ROI SALARY RANGE	€28,500-€35,000
LOCATION	Sport Ireland Campus, SII Building, Abbottstown, Dublin. The role is primarily based at the Sport Ireland Campus. The postholder will be required to travel and attend other locations, events and competitions as required to support the operational delivery of the High Performance Programme.
EMPLOYMENT TERMS	Full-time, permanent. Up to 3% contributory pension. The role may require some evening and weekend work and flexibility to support training camps, competitions, international travel arrangements and other High Performance Programme activities.
REPORTING TO	National Performance Programme Coordinator

Key Working Relationships

- National Performance Programme Coordinator
- National Performance Director
- High Performance coaches and programme staff
- Athletes and team managers
- Sport Ireland Institute practitioners and support staff
- Boxing Ireland finance, administration and operational teams
- International boxing federations and competition organisers
- Travel, accommodation and logistics providers
- Medical and support-service providers

1. Boxing Ireland

Boxing Ireland is the National Governing Body for Olympic-style boxing in Ireland, supporting affiliated clubs, athletes, coaches, officials, volunteers and competition structures across the island.

The High Performance Programme supports the preparation and development of athletes competing at national and international level. Effective operational planning, administration and logistical support are essential to ensuring that athletes, coaches and programme staff can focus on performance.

2. Role Purpose

The High Performance Administrator will provide high-quality administrative, logistical and operational support to Boxing Ireland's High Performance Programme.

The postholder will play a key role in coordinating the administration of national squads, training camps, domestic and international competitions and other High Performance Programme activities.



The role will support the efficient organisation of travel, accommodation, competition entries, athlete documentation, medical arrangements, records, operational resources and day-to-day communications.

The postholder will work closely with the National Performance Programme Coordinator, National Performance Director, coaches, athletes, team managers and support-service providers to ensure that operational requirements are planned, communicated and delivered effectively.

3. Key Responsibilities

A. High Performance Programme Administration

The High Performance Administrator will:

- Provide administrative support for the operational delivery of the High Performance Programme.
- Assist with the planning and coordination of national squad training, camps, competitions and programme activities.
- Maintain accurate schedules, records and administrative systems for High Performance activity.
- Support the communication of weekly, monthly and annual training schedules and operational updates to athletes and relevant programme personnel.
- Respond to operational queries in a timely and professional manner.
- Support the preparation of programme documentation, correspondence, schedules and reports.
- Assist the National Performance Programme Coordinator with day-to-day administration and programme organisation.
- Support the development and maintenance of consistent administrative processes and protocols.

B. Administration International Teams, Competitions and Logistics

The High Performance Administrator will:

- Coordinate logistical arrangements for international teams and national squads, including travel, accommodation, transport and related operational requirements.
- Support logistics and operational planning for home international camps, competitions and visiting teams.
- Complete preliminary and final competition entries for international events within the required deadlines.
- Liaise with international boxing federations, competition organisers and other relevant bodies on logistical and administrative matters.
- Work closely with the National Performance Programme Coordinator, National Performance Director, coaches and support staff to ensure arrangements are delivered to the required standard.
- Maintain accurate records of travel arrangements, itineraries, accommodation bookings and competition requirements.
- Identify and escalate logistical issues, risks or changes promptly.



C. Athlete, Coach and Staff Records

The High Performance Administrator will:

- Maintain accurate databases and records for athletes, coaches and support staff.
- Maintain passport details, travel documentation and other required records for international competition and programme activity.
- Ensure that information is recorded, stored and managed in line with data-protection requirements and Boxing Ireland procedures.
- Monitor documentation requirements and follow up with athletes, coaches and relevant staff to ensure records remain current.
- Support the maintenance of accurate squad lists, contact records and programme information.

D. Medical and Athlete-Support Administration

The High Performance Administrator will:

- Support the coordination and administration of competition medicals, annual medicals and other medical requirements associated with High Performance activity.
- Assist with the organisation of competition blood-testing requirements and related documentation.
- Liaise with relevant staff and practitioners to ensure required appointments, records and information are in place.
- Maintain appropriate records in accordance with Boxing Ireland procedures, data-protection requirements and confidentiality obligations.
- Escalate any gaps, delays or issues to the appropriate manager.

E. Purchasing, Stock Control and Resource Administration

The High Performance Administrator will:

- Raise purchase orders and support day-to-day purchasing and administrative processes.
- Maintain accurate records of expenditure-related documentation and support compliance with Boxing Ireland financial procedures.
- Maintain stock-control records for operational equipment, supplements, meals and related programme resources.
- Support the ordering, tracking and distribution of supplies and equipment required for programme delivery.
- Liaise with finance staff, suppliers and relevant programme staff as required.
- Identify and escalate stock, purchasing or resource issues in a timely manner.

F. Stakeholder Communication and Coordination

The High Performance Administrator will:

- Act as an operational point of contact for athletes, coaches, team managers and relevant programme staff.
- Communicate effectively with internal and external stakeholders regarding schedules, logistics, documentation and programme arrangements.



- Develop and maintain constructive working relationships with Sport Ireland Institute practitioners, competition organisers, suppliers and service providers.
- Ensure that queries are responded to professionally and referred to the appropriate manager where required.
- Support effective communication across the High Performance Programme.

G. Governance, Compliance and General Responsibilities

The High Performance Administrator will:

- Promote and comply with Boxing Ireland policies, procedures and behavioural standards.
- Maintain appropriate confidentiality when handling personal, medical, travel and operational information.
- Ensure that records and information are maintained in accordance with data-protection requirements.
- Comply with relevant health and safety requirements.
- Identify and escalate operational risks, issues or resource needs to the National Performance Programme Coordinator and National Performance Director.
- Undertake additional administrative, logistical and operational duties that are reasonably consistent with the role.

4. Role Accountability

The High Performance Administrator is accountable for:

- Providing accurate and timely administrative support to the High Performance Unit.
- Supporting the effective coordination of national squads, international competitions, training camps and programme activity.
- Ensuring international competition entries and logistical arrangements are completed within required deadlines.
- Maintaining accurate athlete, coach, staff and programme records.
- Supporting the effective administration of medical arrangements and documentation.
- Maintaining appropriate stock-control, purchasing and operational records.
- Communicating clearly and professionally with athletes, staff and external stakeholders.
- Identifying and escalating risks, delays or operational issues promptly.
- Complying with Boxing Ireland policies, procedures, financial controls and data-protection requirements.

5. Key Performance Indicators. Success Measures

The role may be measured against the following areas:

- Accurate and timely completion of international competition entries.
- Effective coordination of travel, accommodation and logistical arrangements.
- Quality and accuracy of athlete, coach, staff and programme records.
- Timely communication of programme schedules and operational updates.
- Effective support for training camps, competitions and High Performance activity.
- Appropriate administration of medical arrangements and required documentation.



- Accurate stock-control, purchase-order and resource-administration records.
- Compliance with Boxing Ireland procedures, financial controls and data-protection requirements.
- Prompt identification and escalation of operational issues.
- Positive working relationships with athletes, coaches, staff, practitioners and external stakeholders.

Flexibility Statement

This job description is not intended to be exhaustive or exclusive. It outlines the general nature and key responsibilities of the role but may be amended from time to time to reflect the needs of Boxing Ireland, the development of the post and changes within the organisation.

The postholder may be required to undertake other duties that are reasonably consistent with the role, grade, skills and experience of the postholder. Any significant changes to the role will be discussed with the postholder in line with normal organisational processes.