Research and Innovation Executive
Executive Officer Grade

Job Purpose

The Sport Ireland Strategy 2023-2027 is committed to developing the effectiveness of monitoring, evaluation, research and innovation functions in Sport Ireland. The strategy aims to embed research, evaluation and innovation capabilities in the sport sector. Sport Ireland's Research work has made an important contribution to the understanding of the dynamics of sport in Ireland.

Sport Ireland is seeking a Research and Innovation Executive to support the administrative and day-to-day functioning of the unit. The post holder will act as the central point of coordination for the unit's administrative functions. The post holder will ensure smooth delivery of projects, accurate maintenance of records and procedures and timely tracking of milestones and outputs across the unit.

Reporting To: Evaluation Manager

Key Duties and Responsibilities

- Provide central administrative support across the Research, Evaluation, Innovation, Planning and Data Science functions.
- Support the development and delivery of research and evaluation projects undertaken by the unit.
- Support scoping, procurement and tendering processes, including requests for quotation, e-tendering administration, document coordination, organising meetings, notifications and maintenance of complete procurement files.
- Coordinate stakeholder correspondence and manage multiple unit email inboxes.
- Administer contracts from initiation to closure, maintaining accurate records of approvals, signatures, deliverables, invoices, variations, end dates and completion requirements.
- Administer the Research Grant Scheme, Evaluation Grant Scheme, Digital Catalyst Fund and other unit funding calls, including correspondence, application records, agreements, payment schedules, reporting requirements and grant close-out.
- Collate all commissioned Research and Evaluation projects historically and develop a Sport Ireland internal library and identify areas of research use.
- Manage the Research and Innovation Unit webpages and explore opportunities to improve dissemination of the unit's work.
- Manage access requests to Sport Ireland digital insight dashboards and tools.

- Research and document relevant planning consultation response deadlines and help coordinate a programme of planning related work.
- Research and document EU funding timelines and help to promote funding opportunities to the sector.
- Support events, workshops, webinars and stakeholder meetings, including invitations, registrations, logistics, materials and follow-up.
- Coordinate end-of-grant and end-of-project reports, monitor outstanding documentation and maintain a clear record of completed and closed projects.
- Develop and maintain standard operating procedures, checklists and templates for recurring unit processes and identify opportunities to improve administrative efficiency.
- Handle confidential and sensitive information appropriately and support compliance with relevant governance, data protection, records management and financial control requirements.
- Undertake other duties appropriate to the grade and the needs of the organisation.
- This is not an exhaustive list, and the role will include duties required by Sport Ireland from time to time that are appropriate to the position and the needs of the organisation.

Essential Qualifications, Experience, Knowledge, Skills and Abilities

- A relevant third-level qualification and/or substantial relevant administrative experience.
- Demonstrated experience in a busy administrative, project support, governance, finance, grants, procurement or contracts environment.
- Excellent organisational skills, with the ability to plan, prioritise and manage multiple deadlines and recurring work cycles.
- Strong attention to detail and a proven ability to maintain accurate records, trackers, documentation and audit trails.
- Excellent written and verbal communication skills, with the ability to prepare clear correspondence and liaise professionally with internal and external stakeholders.
- Strong IT skills, including Microsoft Word, Excel, PowerPoint, Outlook, Teams and SharePoint or comparable document-management systems.
- Ability to work effectively across a multi-disciplinary unit, respond to competing requests and apply sound judgement when escalating issues.
- Ability to work independently, take ownership of tasks and follow actions through to completion.

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DEC 2025 – DEC 2026
IRELAND

Desirable Qualifications, Experience, Knowledge, Skills and Abilities

- Knowledge of public-sector financial, procurement, records-management or data-protection requirements.
- Knowledge and prior experience in undertaking research and evaluation projects.
- Strong understanding of quantitative and qualitative research methods.

Additional Information

Contract: Full-time, permanent

Salary Scale: Executive Officer (EO) Standard Scale. The appointment will be made on this scale at a point in line with current Government Pay Policy. New entrants to the public sector commence on the first point of scale.

Location: Sport Ireland, The Courtyard, Sport Ireland Campus, Snugborough Road, Blanchardstown, Dublin 15. D15 PN0N.

If you would like to apply for this position, please apply via this link - Current Sport Ireland Opportunity – Orange Recruitment
Closing date for applications is Friday 27th November 2026, 5pm.

Sport Ireland is committed to fostering an inclusive workplace which values and benefits from the diversity of the workforce. Sport Ireland is an equal opportunity employer of all qualified individuals. We actively welcome applications from people from all backgrounds and do not discriminate based on any protected groups. If you require reasonable accommodation for the interview, please let us know and we will do our best to assist.

Sport Ireland is a Great Place to Work® Ireland.