



## Licensing Project Co-Ordinator/Analyst

The Irish Horseracing Regulatory Board (IHRB) is the Regulatory Body for horseracing in Ireland, responsible for the integrity, reputation and licensing of Irish horseracing. An opportunity for a Coordinator position has now arisen within the Licensing Department which will be based in the IHRB Offices, the Curragh, Co. Kildare. This is a key role arising from a career break and will be on a fixed term one-year contract.

### JOB FUNCTIONS/RESPONSIBILITIES

Reporting to the Head of Licensing, the Licensing Coordinator/Analyst will join the Licensing Department team, focusing on project and department support and working with internal managers and their teams as well as external organisations. The individual will be responsible for both developing and delivering the projects in consultation with the Head of Department. The main projects the role will be responsible for are the review of current licensing pathways including education and training, and the implementation of changes resulting from those reviews. This role will be based mainly in the office and include:

- Defining project scope, goals, resource requirements and deliverables
- Progressing and delivering project tasks
- Progressing the procurement process where required
- Developing and working to full scale project plans and schedule project timelines within the fixed term contract period
- General administration within the department relating to racing
- Any other duties in line with your capabilities and as directed by your line manager

### KEY REQUIREMENTS

- Understanding of licensing structures and how they are applied in horseracing or sports in general is desirable
- Experience in project management and analysis of requirements
- Experience in racing is desirable
- Experience of design and delivery of training and education in a structured environment
- Comfortable with Microsoft Office and general office technology
- Excellent communication and inter-personal skills with internal and external stakeholders
- Ability to work independently and proven evidence of leadership
- Able to work under pressure with common sense, discretion and diplomacy
- Brings potential solutions rather than problems to manager/colleagues
- Considers all activities to be worthy of review for effectiveness and efficiency of process
- Adjusts positively to changing tasks or new responsibilities when needed and is comfortable with new technologies
- Strong attention to detail, expert organisational skills with high quality work output

The successful applicant will be based at the IHRB Offices in the Curragh but may be required travel on occasion within Ireland. The remuneration package will reflect the responsibilities of the position and experience of applicants.

If you are interested in the position, please submit a comprehensive CV and a covering letter clearly setting out why you feel you should be considered. by post or email to:

**Ann Whelan, Irish Horseracing Regulatory Board, The Curragh, Co. Kildare. Email: [awhelan@ihrb.ie](mailto:awhelan@ihrb.ie)**

**The closing date for applications is close of business Tuesday 27<sup>th</sup> October 2020**

*IHRB is an equal opportunities employer*