

# Boxing Ireland

## Job Specification - Commercial & Marketing Executive



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|-----------------------|---------------------------------------------------------------------------------------------------------------|
| <b>JOB TITLE</b>      | Commercial & Marketing Executive                                                                              |
| <b>LOCATION</b>       | Dublin, Ireland, with hybrid / remote working arrangements and travel to events and competitions as required. |
| <b>SALARY</b>         | Boxing Ireland Salary Band: Level 2   ROI Salary Range: €28,500-€35,000                                       |
| <b>RESPONSIBLE TO</b> | Communications & Public Affairs Manager                                                                       |

| KEY ATTRIBUTES                                     | ESSENTIAL                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | DESIRABLE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
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| <b>Educational and Professional Qualifications</b> | <ul style="list-style-type: none"> <li>A relevant qualification in marketing, communications, digital media, graphic design, business, event management or an equivalent area; OR demonstrable relevant experience in a marketing, communications, digital-content or commercial-support role.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <ul style="list-style-type: none"> <li>A degree or additional professional qualification in marketing, communications, digital media, graphic design, business, event management or an equivalent area.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Previous Experience</b>                         | <ul style="list-style-type: none"> <li>Demonstrable experience of creating social-media or digital content for an organisation, campaign, event or brand.</li> <li>Demonstrable experience of producing basic graphic-design materials using Canva, Adobe Creative Suite or a similar platform.</li> <li>Demonstrable experience of managing multiple tasks or projects and delivering work within deadlines.</li> <li>Demonstrable experience of communicating effectively with colleagues, partners, customers or other stakeholders.</li> </ul>                                                                                                                                                                                                                | <ul style="list-style-type: none"> <li>Previous experience in sport, events, marketing, media or commercial operations.</li> <li>Experience of photography, video editing or live-stream production.</li> <li>Experience of supporting sponsorship activation or commercial partnerships.</li> <li>Experience of retail, merchandise, stock management, fulfilment or online-shop administration.</li> <li>Experience of supporting fundraising campaigns, promotional events or philanthropic activity.</li> <li>Experience of producing event coverage, live updates or tournament reporting.</li> </ul> |
| <b>Knowledge and Understanding</b>                 | <ul style="list-style-type: none"> <li>A knowledge and understanding of social-media and digital-content platforms.</li> <li>A knowledge and understanding of the importance of consistent branding and audience-focused communications.</li> <li>A knowledge and understanding of effective planning, prioritisation and deadline management.</li> <li>A knowledge and understanding of professional standards when communicating with stakeholders and members of the public.</li> </ul>                                                                                                                                                                                                                                                                        | <ul style="list-style-type: none"> <li>An understanding of sponsorship activation and commercial partnerships.</li> <li>An understanding of retail, merchandise and e-commerce operations.</li> <li>An understanding of live-stream production, digital storytelling or fan engagement.</li> <li>A knowledge or interest in boxing, sport or the Irish sporting landscape.</li> </ul>                                                                                                                                                                                                                      |
| <b>Skills and Aptitudes</b>                        | <ul style="list-style-type: none"> <li>Excellent written and oral communication skills.</li> <li>Strong organisational and planning skills.</li> <li>Ability to create engaging social-media and digital content.</li> <li>Basic graphic-design capability using Canva, Adobe Creative Suite or a similar platform.</li> <li>Ability to work independently, use initiative and manage multiple priorities.</li> <li>Strong attention to detail and a commitment to producing accurate, high-quality work.</li> <li>Ability to work collaboratively as part of a team and build constructive working relationships.</li> <li>Ability to work effectively in a fast-paced event environment and respond positively to changing priorities.</li> </ul>               | <ul style="list-style-type: none"> <li>Photography, video-editing or live-stream-production skills.</li> <li>Ability to interpret digital engagement, sales or sponsor-deliverable information.</li> <li>Ability to bring fresh ideas to marketing campaigns, fan engagement and promotional activity.</li> </ul>                                                                                                                                                                                                                                                                                          |
| <b>Other Requirements</b>                          | <ul style="list-style-type: none"> <li>Must be willing and able to work additional hours when required, including evenings, weekends and at short notice around competitions and events.</li> <li>Must be willing and able to undertake travel, including international travel and overnight stays where required.</li> <li>Must have access to a form of transport that enables the postholder to fulfil the requirements of the role.*</li> <li>Must be willing to undertake Garda vetting, safeguarding training and other relevant internal training where required.</li> <li>Must comply with Boxing Ireland policies and procedures, including equality, data protection, safeguarding, conduct, integrity, finance and governance requirements.</li> </ul> | <ul style="list-style-type: none"> <li>A full driving licence.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

\* Access to transport means access to a vehicle suitably insured for work purposes, unless the individual is unable to drive due to a disability. Reasonable adjustments will be considered where required.

### SHORTLISTING NOTE

Only applicants who clearly demonstrate the essential criteria will progress to the next stage of the recruitment and selection process. Boxing Ireland reserves the right to enhance the shortlisting criteria and/or apply the desirable criteria where required. Criteria may be assessed through the application form or CV, cover letter, interview, presentation, test or any other selection method deemed appropriate by Boxing Ireland.