

JOB TITLE	Commercial & Marketing Executive
SALARY BAND	Level 2
ROI SALARY RANGE	€28,500-€35,000
LOCATION	Dublin, Ireland, with hybrid / remote working arrangements and travel to events and competitions as required.
EMPLOYMENT TERMS	Full-time. Up to 3% contributory pension.
REPORTING TO	Communications & Public Affairs Manager

Key Working Relationships

The postholder will work closely with:

- Communications & Public Affairs Manager
- Chief Executive Officer and wider Boxing Ireland team
- Commercial partners and sponsors
- Retail and merchandise partners
- Event staff, volunteers and media personnel
- Clubs, athletes, coaches and relevant stakeholders

1. About Boxing Ireland

Boxing Ireland is the National Governing Body for Olympic-style boxing in Ireland, supporting athletes, clubs, coaches, officials and competitions across the island of Ireland.

The organisation is entering an exciting phase of commercial growth and digital development, with a renewed focus on fan engagement, sponsorship activation, retail operations and content creation. These activities are intended to support the ongoing development of boxing.

2. Role Purpose

The Commercial & Marketing Executive will provide hands-on support for Boxing Ireland's commercial, marketing and digital activity. Working closely with the Communications & Public Affairs Manager and relevant colleagues, the postholder will support sponsorship activation, retail operations, digital content, live event coverage, fundraising initiatives and live-stream production.

This is a varied role suited to an energetic and creative professional who can manage competing priorities in a fast-paced sporting environment. The role offers broad experience across sports marketing, commercial partnerships, event delivery, media production and fan engagement.

3. Key Responsibilities

A. Commercial and Sponsorship Support

- Assist with the delivery and activation of Boxing Ireland sponsorship and commercial partnerships.
- Support partner servicing, branding implementation and sponsor visibility across events and digital platforms.
- Identify opportunities to enhance commercial value and audience engagement.
- Assist with reporting and tracking sponsor deliverables.

B. Retail and Merchandise Operations

- Oversee the day-to-day operation of Boxing Ireland's retail shop and merchandise offering, including relationships with retail and merchandise partners.
- Coordinate stock management, fulfilment and online product updates.
- Support the development of merchandise campaigns and promotional activity.
- Assist with customer service and sales reporting.

C. Digital Content and Graphic Design

- Create engaging content for Boxing Ireland's social-media and digital channels.
- Design graphics, promotional materials, event assets and sponsor-related content.
- Assist with video-content production, editing and short-form digital storytelling.
- Maintain consistent branding across communications and promotional activity.

D. Fundraising

- Support the planning, organisation and delivery of fundraising and promotional events.
- Lead the planning and delivery of a national club raffle and lottery programme to support club development.
- Support the implementation of a philanthropic programme for Boxing Ireland.

E. Live Stream and Competition Coverage

- Oversee and support internal live-stream production for Boxing Ireland events.
- Produce live updates, results, social-media coverage and tournament reporting.
- Assist with photography, interviews and behind-the-scenes content during competitions.
- Work collaboratively with event staff, volunteers and media personnel.

F. General Responsibilities

- Promote and comply with Boxing Ireland policies and procedures.
- Maintain consistent and professional standards across commercial, marketing and digital activity.
- Work flexibly to support competitions, events and organisational priorities.
- Undertake other duties that are reasonably consistent with the role, grade, skills and experience of the postholder.

4. Role Accountability

- Supporting the effective delivery of Boxing Ireland's commercial and marketing activity.
- Ensuring sponsorship and partner deliverables are tracked and supported appropriately.
- Maintaining effective day-to-day retail and merchandise operations.
- Producing timely, engaging and brand-consistent digital content.
- Supporting fundraising initiatives, event coverage and live-stream production.
- Communicating professionally with partners, stakeholders, colleagues and members of the public.

5. Key Performance Indicators / Success Measures

- Effective delivery of sponsorship activation and partner-support activity.
- Accurate tracking and reporting of sponsor deliverables.
- Efficient management of stock, fulfilment and retail administration.
- Consistent production of engaging digital and social-media content.
- Quality and consistency of branding across relevant platforms and materials.
- Effective support for fundraising initiatives, event coverage and live-stream activity.
- Positive working relationships with colleagues, partners and 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.