



Boxing Ireland - Boxing Development Officer

JOB TITLE	Boxing Development Officer - Dublin City Council
SALARY BAND	Level 2
ROI SALARY RANGE	€28,500-€35,000
LOCATION	Dublin City. Hybrid and field-based working, with regular travel throughout Dublin City and occasional travel to other locations as required.
EMPLOYMENT TERMS	Full-time, two- year Fixed Term with the possibility of extension or permanency, subject to continued funding, organisational requirements, satisfactory performance and review; 37.5 hours per week; up to 3% contributory pension. The role will require some evening and weekend work to support meetings, events and programme delivery, subject to organisational requirements.
REPORTING TO	Regional Manager for Club Support and Participation (Leinster Province)

Key Working Relationships

The postholder will work closely with:

- Regional Manager for Club Support and Participation (Leinster Province)
- Head of Club Support and Participation and the wider regional development team
- Dublin City Council Sport & Recreation Services, Dublin City Sport & Wellbeing Partnership and Dublin City Council Local Sports Partnership and Sports Officers
- Affiliated boxing clubs, County Boards and the Leinster Provincial Council
- Coaches, officials, volunteers and programme deliverers
- Local Sports Partnerships, schools, youth services and community organisations
- Facilities, statutory and voluntary agencies and other programme partners
- Boxing Ireland national staff and operational teams

1. About 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.

As part of its continued commitment to strengthening grassroots boxing, increasing participation and supporting sustainable clubs, Boxing Ireland is developing its regional club support and participation structure. The Boxing Development Officer will provide focused programme delivery and community engagement across Dublin City in partnership with Dublin City Council.

2. Role Purpose

The Boxing Development Officer will coordinate and deliver boxing participation and community-development activity across Dublin City under the direction of the Regional Manager for Club Support and Participation (Leinster Province).

The postholder will develop accessible opportunities for children, young people and adults, with particular attention to communities experiencing barriers to participation and groups underrepresented in the sport. The role will connect introductory programmes to affiliated clubs, support clubs to welcome and retain new participants, and build effective local partnerships.

This is a delivery and coordination role. The postholder will work to an agreed annual plan, targets and budget; maintain accurate programme data; evaluate outcomes; and provide regular reporting upon request to Boxing Ireland and Dublin City Council.

3. Key Responsibilities

A. Programme Planning, Delivery and Reporting

The Boxing Development Officer will:



• Develop and deliver an annual work programme aligned with Boxing Ireland and Dublin City Council priorities as outlined in the Dublin City Council Sports Plan 2024-2029.

- Translate agreed participation objectives into practical programmes, events and local actions.
- Coordinate delivery against agreed outputs, outcomes, timelines and budget.
- Provide quarterly reports and weekly workplans to Dublin City Council Sports Partnership
- Ensure delivery complies with Boxing Ireland policies, safeguarding standards, equality commitments and funder requirements.

B. Community Participation and Inclusion

The Boxing Development Officer will:

- Develop and support accessible boxing and boxing-related physical activity opportunities within priority communities.
- Increase participation among women and girls, people with disabilities, minority ethnic communities, socio-economically disadvantaged communities and other underrepresented groups.
- Engage children, young people and adults who are not currently connected to organised sport.
- Use local insight and participant feedback to identify barriers and adapt programme design.
- Promote boxing's positive values, including respect, discipline, wellbeing, belonging and personal development.

C. Schools, Youth and StartBox Programmes

The Boxing Development Officer will:

- Coordinate and deliver approved introductory and non-contact boxing programmes, including StartBox, in schools, youth and community settings.
- Build relationships with school leaders, teachers, youth workers and community staff to identify appropriate participants and delivery settings.
- Support teachers, coaches and local deliverers to access relevant approved training and programme resources.
- Support appropriate schools and community boxing events, festivals and progression opportunities.
- Ensure programmes have clear safeguarding arrangements, quality standards and participant progression routes.

D. Club Support and Participant Progression

The Boxing Development Officer will:

- Work with affiliated clubs to identify their capacity to receive and retain participants progressing from community programmes.
- Create practical referral and progression links between programmes and local clubs.
- Support clubs to develop welcoming, inclusive and sustainable participation opportunities.
- Provide appropriate assistance with programme planning, community links, volunteer capacity and participation funding opportunities.
- Share club development needs with the Regional Manager and support agreed follow-up actions.

E. Stakeholder Engagement and Partnerships

The Boxing Development Officer will:

- Build and maintain productive relationships with Dublin City Council, Local Sports Partnerships, schools, youth services, community organisations, facilities and relevant agencies.
- Represent Boxing Ireland professionally at local meetings, networks, events and partner forums.
- Identify opportunities for joint delivery, outreach, facilities, programme support and sustainable local partnerships.
- Maintain effective communication with clubs, local structures and internal Boxing Ireland colleagues.
- Promote awareness of Boxing Ireland programmes and local participation opportunities.
- Maintain effective relationships with local councilors and address councilor questions relating to boxing.

F. Volunteer and Workforce Development

The Boxing Development Officer will:

- Identify education and training needs among coaches, volunteers, teachers and community programme deliverers.
- Coordinate access to appropriate approved training, workshops and development supports.



- Support clubs and delivery partners to maintain safe, appropriately qualified and inclusive programme workforces.
- Promote good practice in volunteer recruitment, induction, role clarity, support and retention.
- Work with relevant Boxing Ireland staff to ensure local training activity is coordinated and consistent.

G. Funding, Budget and Resources

The Boxing Development Officer will:

- Monitor programme expenditure within the allocated budget and comply with Boxing Ireland financial procedures.
- Support clubs and partners to identify appropriate programme, equipment or community-sport funding opportunities.
- Provide practical guidance on agreed local funding applications and associated monitoring requirements.
- Identify facilities, equipment and other resources required for safe and effective delivery.
- Maintain the records and evidence required to support programme and funder accountability.

H. Data, Monitoring and Evaluation

The Boxing Development Officer will:

- Maintain accurate records of programmes, attendance, participant demographics, club referrals, progression and agreed outcome measures.
- Use Boxing Ireland's approved CRM and programme-management systems consistently.
- Provide monthly updates, quarterly performance reports and an annual programme review, or reports at other agreed intervals.
- Gather participant, club and stakeholder feedback and use it to improve delivery.
- Provide reliable evidence of reach, quality, inclusion, progression and impact to Boxing Ireland and Dublin City Council.

4. Accountability

The Boxing Development Officer is accountable for:

- Delivery of the agreed Dublin City annual work programme and targets, and support delivery of the Dublin City Council Sports Plan 2024-2029.
- Safe, inclusive and high-quality programme delivery.
- Effective relationships with clubs, communities, Dublin City Council and delivery partners.
- Accurate programme, participation, financial and impact records.
- Timely reporting and escalation of risks, incidents, barriers and resource needs.
- Responsible use of allocated budgets, equipment and organisational resources.
- Compliance with Boxing Ireland policies, funder conditions and relevant legal requirements.

5. Key Performance Indicators / Success Measures

The role may be measured against the following areas:

- Delivery of the annual work programme against agreed milestones and budget.
- Number, reach and quality of programmes delivered across Dublin City.
- Participant numbers, retention and progression into sustainable opportunities, including affiliated clubs.
- Evidence of increased participation among identified target and underrepresented groups.
- Number and quality of schools, community organisations, clubs and partners engaged.
- Quality, completeness and timeliness of monitoring data and reports.
- Participant, club, partner and funder feedback.
- Evidence of programme improvement, effective referrals and stronger local delivery capacity.
- Compliance with safeguarding, equality, health and safety, data protection and financial requirements.

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 funded programme and changes within the organisation.



**Comhairle Cathrach
Bhaile Átha Cliath**
Dublin City Council

BOXING DEVELOPMENT OFFICER - JOB DESCRIPTION

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.