



Comhairle Cathrach
Bhaile Átha Cliath
Dublin City Council

BOXING DEVELOPMENT OFFICER - PERSON SPECIFICATION

Person Specification Boxing Development Officer

JOB TITLE	Boxing Development Officer - Dublin City
LOCATION	Dublin City. Hybrid and field-based working, with regular travel across the assigned area.
SALARY	Boxing Ireland Salary Band: Level 2 - Officer ROI Salary Range: €28,500-€35,000
RESPONSIBLE TO	Regional Manager for Club Support and Participation (Leinster Province)

KEY ATTRIBUTES	ESSENTIAL	DESIRABLE
Educational and Professional Qualifications	- A relevant degree or equivalent third-level qualification in sports development, sports management, community development, physical activity, health promotion or a related discipline, plus at least two years' directly relevant experience in sports or community development; OR at least five years' directly relevant experience in sports or community development without the specified qualification. Experience may be gained through full-time work or the equivalent in part-time work. - Commitment to completing required safeguarding, compliance and role-specific training.	- A recognised boxing, coaching, physical activity or sports leadership qualification. - Relevant safeguarding, disability-inclusion or community-development training.
Previous Experience	- Planning, delivering and evaluating participation, sports-development or community-based programmes. - Working with sports clubs, community organisations, schools, youth services, public bodies or other delivery partners. - Supporting children, young people or adults who experience barriers to participation. - Building effective local partnerships and coordinating delivery across multiple stakeholders. - Maintaining programme records and reporting on outputs, outcomes and impact. - Managing competing priorities, working independently and delivering against agreed objectives.	- Working within an NGB, Local Sports Partnership, local authority, community-sport or club-development setting. - Delivering boxing, non-contact boxing, StartBox or similar physical activity programmes. - Supporting women and girls, people with disabilities, minority ethnic communities or socio-economically disadvantaged communities. - Supporting clubs with participation planning, volunteer development, community links or funding. - Monitoring a programme budget or grant-funded activity.
Knowledge and Understanding	- Principles of sports development, community participation and participant progression. - The role of clubs, volunteers, coaches, schools and community partners in creating sustainable opportunities. - Equality, diversity, inclusion and safeguarding principles in a sports-development environment. - The barriers that can affect participation among children, young people and underrepresented communities. - The importance of accurate data, evaluation and impact evidence in funded programme delivery. - Partnership working with local sporting, statutory and community stakeholders.	- Boxing Ireland's club, county and provincial structures. - The Irish sporting landscape, including Sport Ireland, Local Sports Partnerships and local-authority structures. - Dublin City communities, services, facilities and participation networks. - Funding routes for community sport, participation, equipment or club development.
Skills and Aptitudes	- Excellent interpersonal, communication and relationship-building skills. - Ability to plan and deliver safe, engaging and inclusive programmes. - Ability to work independently in community settings while remaining aligned to regional and national priorities. - Excellent organisational skills and ability to manage multiple priorities and deadlines. - Ability to motivate and support participants, volunteers, coaches and local partners. - Clear oral and written communication skills, including preparation of plans, updates and performance reports. - Ability to collect, interpret and use programme data and feedback. - Competence in Microsoft Office and in CRM, database or digital reporting systems.	- Ability to support or facilitate workshops, training sessions, club-support events or participation campaigns. - Ability to support clubs or partners with programme plans, funding applications or volunteer planning. - Ability to communicate and promote programmes through community networks and appropriate digital channels.



	• Ability to identify delivery issues, solve problems and escalate matters appropriately.	
Other Requirements	• Able to work flexibly where required, including regular evenings and weekends. • Able to travel throughout Dublin City and attend regional or national meetings as required. • Access to a form of transport that enables the postholder to fulfil the requirements of the role.* • Willingness to undertake Garda vetting and/or AccessNI checks, as applicable, and complete relevant safeguarding or internal training. • Commitment to complying with Boxing Ireland policies and procedures, including safeguarding, equality, data protection, conduct, integrity, finance and governance requirements.	

* 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.