

Boxing Ireland - Head of Club Support and Participation

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| JOB TITLE | Head of Club Support and Participation |
| SALARY BAND | Level 4 |
| ROI SALARY RANGE | €50,000-€75,000 |
| NI SALARY RANGE | £45,000-£65,000 |
| LOCATION | Based in either the Republic of Ireland or Northern Ireland, with hybrid working arrangements. The role will require regular travel across the island of Ireland and attendance at Boxing Ireland offices and other locations as required. |
| EMPLOYMENT TERMS | Full-time, permanent role. Up to 3% contributory pension. The successful candidate will be employed under the applicable terms and conditions for the jurisdiction in which they are based. The role will require some evening and weekend work to support meetings, events and programme delivery. |
| REPORTING TO | Chief Operating Officer |

Key Working Relationships

The postholder will work closely with:

- Chief Operating Officer
- Senior Management Team
- Regional Club Support and Participation Managers
- Training and Education Manager
- Pathway Lead
- Provincial Councils
- County Boards
- Affiliated clubs
- Coaches, officials and volunteers
- Local Sports Partnerships
- Sport Ireland and Sport Northern Ireland
- Schools, youth services and community 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 strategic commitment to strengthening grassroots boxing, increasing participation, supporting volunteers and improving club development structures nationwide, Boxing Ireland is continuing to develop its club support and participation function.

2. Role Purpose

The Head of Club Support and Participation will provide national leadership for Boxing Ireland's club support, participation and development function.

The postholder will be responsible for leading the national club support and participation strategy, managing the regional development structure, overseeing national participation programmes, strengthening volunteer and workforce support, and ensuring clubs are better connected to national systems, programmes and reporting structures.

This is a senior leadership role. The postholder will set direction, manage staff and resources, oversee programme performance, lead national and regional planning, and provide structured reporting to the Chief Operating Officer and, where required, the Board or funders.

The role will work closely with clubs, Provincial Councils, County Boards, Local Sports Partnerships, Sport Ireland, Sport Northern Ireland, community stakeholders and internal Boxing Ireland teams to support a stronger, more consistent and more inclusive club development system.

3. Key Responsibilities

A. Strategic Leadership and National Planning

The Head of Club Support and Participation will:

- Lead the development and implementation of Boxing Ireland's national club support and participation strategy.
- Translate organisational strategy into clear national priorities, work plans and delivery standards for club support and participation.
- Lead the development of national programmes, resources and supports that strengthen clubs, volunteers and participation pathways.
- Ensure national and regional club support activity is aligned to Boxing Ireland's governance, safeguarding, equality, integrity and operational frameworks.
- Contribute to organisational strategic planning, operational planning and senior management reporting.
- Identify national trends, risks, gaps and opportunities across club support, participation and volunteer development.
- Provide strategic advice to the CEO and SMT on club support, participation, regional development and related funding opportunities.

B. Team Leadership and Management

The Head of Club Support and Participation will:

- Line manage and support the Regional Club Support and Participation Managers and the Ulster Operations Manager.
- Line manage and support the Training and Education Manager where assigned within the structure.
- Coordinate regional work plans, reporting structures, programme standards and development priorities.
- Foster a collaborative, high-performing and supportive team culture across the club support and participation function.

- Support staff development, supervision, performance review and workload planning in line with Boxing Ireland procedures.
- Ensure the regional team works consistently while allowing appropriate flexibility for local needs and regional context.
- Coordinate cross-functional working with safeguarding, governance, coach education, pathways, operations, communications and finance where required.

C. Club Support and Development

The Head of Club Support and Participation will:

- Lead the national approach to club support, club development and club sustainability.
- Oversee the development of club support resources, toolkits, guidance and development planning processes.
- Support the regional team to assist clubs with governance, planning, volunteer development, funding, inclusion and sustainability.
- Promote consistent standards across clubs in line with Boxing Ireland's policies, governance expectations and good practice frameworks.
- Ensure clubs are supported to engage with national systems, including Sport:80 or any future club development or accreditation framework.
- Use data and regional feedback to identify club development needs and shape future supports.

D. Participation and Programme Development

The Head of Club Support and Participation will:

- Lead the design, coordination and implementation of national participation programmes and club support initiatives.
- Oversee the regional delivery of programmes such as StartBox and other grassroots participation initiatives.
- Ensure participation programmes are inclusive, evidence-based and aligned with agreed organisational and funder priorities.
- Support programmes linked to women and girls, disability inclusion, Traveller inclusion, youth engagement, community development and equality, diversity and inclusion.
- Ensure national programmes are delivered consistently, monitored effectively and evaluated against agreed outcomes.
- Lead the development of repeatable programme models that can be scaled across regions.

E. Volunteer, Workforce and Education Development

The Head of Club Support and Participation will:

- Provide strategic oversight of volunteer development activity across the club support and participation function.
- Work with the Training and Education Manager to ensure effective planning and delivery of education, training and development programmes nationwide.
- Support the development of club volunteers, committee members, coaches, officials and local delivery personnel.
- Promote good practice in volunteer recruitment, induction, role clarity, retention and succession planning.
- Work with relevant committees, staff or working groups to support coordinated education pathways for clubs, coaches, officials and volunteers.

- Support the development of national resources and training supports for club committees and volunteers.

F. Funding, Grants and Resource Development

The Head of Club Support and Participation will:

- Lead and support funding activity linked to club support, participation, development programmes and regional delivery.
- Assist in securing and managing participation and development funding from Sport Ireland, Sport Northern Ireland and other relevant funders.
- Oversee the preparation of grant applications, monitoring returns, funder reports and impact evidence.
- Support regional staff and clubs to identify appropriate capital funding, programme funding and development funding opportunities.
- Work with finance and relevant staff to ensure funded activity is planned, monitored and reported in line with funder requirements and financial procedures.
- Contribute to organisational resource planning and identify funding opportunities that support sustainable club and participation development.

G. Stakeholder Engagement and Partnerships

The Head of Club Support and Participation will:

- Build and maintain strong relationships with Provincial Councils, County Boards, Boxing Ireland committees, clubs and volunteers.
- Work collaboratively with Sport Ireland, Sport Northern Ireland, Local Sports Partnerships, local authorities, schools, community organisations and other partners.
- Represent Boxing Ireland at relevant meetings, conferences, networks and sector events.
- Identify opportunities for collaboration, funding, programme development and regional delivery partnerships.
- Work with Pathway Lead to support the development of regional academy pathways programmes and stronger links between clubs, regional development activity and emerging talent pathways.
- Support improved communication between national office, regional structures, counties, provinces and clubs.

H. Data, Monitoring and Evaluation Reporting

The Head of Club Support and Participation will:

- Oversee the monitoring, evaluation and reporting framework for club support, participation and regional development activity.
- Ensure accurate tracking of participation data, club engagement, programme outcomes and impact evidence.
- Provide regular reports to the CEO, SMT, Board or funders as required.
- Use data and regional insight to identify trends, gaps, risks and future development priorities.
- Ensure Sport:80 or other approved systems are used effectively to support development reporting and evidence gathering.
- Lead the development of consistent reporting standards across the regional development structure.

4. Management Accountability

The Head of Club Support and Participation is accountable for:

- Leading the national club support and participation function.
- Managing assigned staff and ensuring delivery against agreed objectives, KPIs and timelines.
- Overseeing national and regional participation and club support programmes.
- Ensuring funded activity is monitored, evaluated and reported effectively.
- Managing allocated budgets, resources and programme funding in line with Boxing Ireland financial procedures.
- Identifying and escalating risks, issues and resource needs to the CEO and SMT.
- Supporting funder, SMT and Board reporting.
- Ensuring the regional development structure operates consistently and professionally.

5. Key Performance Indicators / Success Measures

The role may be measured against the following areas:

- Delivery of the national club support and participation plan.
- Effective management and support of the regional club support and participation team.
- Improved consistency and quality of regional development delivery.
- Number and quality of clubs supported through development planning, funding support, governance improvement or participation activity.
- Delivery of national participation programmes against agreed targets.
- Evidence of increased participation among underrepresented groups.
- Improved volunteer, coach, official and club committee support activity.
- Successful development, monitoring and reporting of funded programmes.
- Improved quality of data, reporting and impact evidence.
- Positive feedback from clubs, counties, provinces, staff, partners and funders.
- Identification and management of strategic and operational risks within the function.
- Development of stronger partnerships with Sport Ireland, Sport Northern Ireland, Local Sports Partnerships and other 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.