



Boxing Ireland- Regional Club Support and Participation Manager

JOB TITLE	Regional Club Support and Participation Manager
SALARY BAND	Level 3
ROI SALARY RANGE	€35,000-€50,000
LOCATION	ROI Regional Role — Leinster or Munster, as assigned. Hybrid, with regular travel across the assigned region and occasional travel to other locations across the island of Ireland as required.
EMPLOYMENT TERMS	Full-time, permanent role. 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	Head of Club Support and Participation

Key Working Relationships

The postholder will work closely with:

- Head of Club Support and Participation
- Regional Club Support and Participation Managers in other regions
- Provincial Councils
- County Boards
- Affiliated clubs
- Coaches and volunteers
- Local Sports Partnerships
- Schools, youth services and community partners
- Sport Ireland and other relevant funding / participation partners
- Boxing Ireland national staff and development team

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, club development, volunteer support and participation growth, Boxing Ireland is developing its regional support structure. The Regional Club Support & Participation Manager role is central to ensuring that clubs are supported consistently, regional delivery is better coordinated, and national development priorities are translated into practical local action.

2. Role Purpose

The Regional Club Support and Participation Manager will lead the delivery of Boxing Ireland's club support, participation and development priorities within an assigned ROI region.

The postholder will be responsible for managing a regional development plan, supporting affiliated clubs, strengthening volunteer capacity, building local partnerships, coordinating participation programmes, supporting funding opportunities, and ensuring regional activity is aligned to Boxing Ireland's national development strategy.

This is a regional management role, not simply a programme delivery role. The core purpose is to build regional and club capacity so that clubs are better supported, more sustainable, more inclusive, and better connected into national systems, programmes and reporting structures. The postholder will manage regional development activity, monitor progress against agreed objectives, identify risks and opportunities, and provide structured reporting to the Head of Club Support and Participation.

The role will act as a key link between Boxing Ireland, Provincial Councils, County Boards, clubs, Local Sports Partnerships and local community stakeholders.

3. Key Responsibilities

A. Regional Planning, Management and Reporting

The Regional Club Support and Participation Manager will:

- Lead the development and delivery of an annual regional development plan for the assigned region.
- Translate Boxing Ireland's national development priorities into practical regional actions.
- Manage regional delivery against agreed objectives, KPIs and timelines.
- Coordinate regional club support, participation, volunteer development and stakeholder engagement activity.
- Provide regular reports to the Head of Club Support and Participation on progress, risks, impact and resource requirements.
- Identify regional gaps, risks, emerging issues and development opportunities.
- Make recommendations to improve regional delivery, club support and participation growth.
- Contribute regional insight to national development planning, policy development and programme design.
- Ensure regional activity is delivered in line with Boxing Ireland policies, governance standards, safeguarding requirements, equality commitments and funder obligations.

B. Club Development and Support

The Regional Club Support and Participation Manager will:

- Manage and coordinate club development support across the assigned region.
- Act as a key regional point of contact between affiliated clubs and Boxing Ireland.
- Support clubs to engage with Boxing Ireland structures, systems, programmes and policies.
- Help clubs identify development needs and agree practical club support actions.
- Support clubs with governance improvement, including committee structures, role clarity, planning, compliance and good practice.
- Assist clubs to engage with national club development tools, including any Club Mark, accreditation or club support framework adopted by Boxing Ireland.
- Support clubs to improve recruitment, retention and engagement of members, volunteers and participants.
- Promote consistent standards across clubs in line with Boxing Ireland's governance, safeguarding, integrity, equality and operational frameworks.

C. Participation and Programme Development

The Regional Club Support and Participation Manager will:

- Manage the regional delivery of Boxing Ireland participation programmes.
- Support the implementation of national participation strategies at regional level.
- Coordinate regional delivery of programmes such as StartBox and other club, school or community-based participation initiatives.

- Work with clubs, schools and community partners to create inclusive opportunities for participation across all age groups.
- Support activity aimed at increasing participation among underrepresented groups.
- Work with relevant internal leads to support programmes linked to women and girls, disability inclusion, Traveller inclusion, youth engagement, community development and equality, diversity and inclusion.
- Help convert local participation opportunities into sustainable club engagement where appropriate.
- Support the development of repeatable programme models that can be delivered consistently across regions.
- Ensure participation activity is planned, delivered and reported in line with agreed programme objectives and funder requirements.

D. Volunteer and Workforce Development

The Regional Club Support and Participation Manager will:

- Manage and coordinate regional volunteer development activity.
- Support the development of club volunteers, committee members, coaches, officials and local delivery personnel.
- Identify training and development needs across clubs and local structures.
- Coordinate appropriate support in areas such as committee skills, governance, safeguarding, inclusion, funding applications, club planning and volunteer management.
- Work with the Training and Education Manager, relevant committees or working groups, and national staff to support the coordination of courses and workshops within the region.
- Support clubs to build stronger volunteer pipelines and reduce over reliance on a small number of individuals.
- Promote good practice in volunteer recruitment, induction, role clarity, retention and succession planning.
- Support clubs to create more welcoming, inclusive and sustainable volunteer environments.

E. Funding and Grant Support

The Regional Club Support and Participation Manager will:

- Support clubs to identify appropriate local, regional and national funding opportunities, including both capital funding and programme funding.
- Assist clubs to understand funding criteria, application requirements and reporting obligations.
- Provide practical guidance to clubs preparing funding applications for areas such as facility improvement, equipment, participation programmes, inclusion projects, volunteer development and club sustainability.
- Support clubs to build stronger relationships with Local Sports Partnerships, local authorities and other local funders.
- Work with national staff to ensure club and regional funding activity aligns with Boxing Ireland priorities.
- Help gather evidence of need, delivery and impact to support future funding applications.
- Support monitoring and reporting requirements linked to funded development programmes and capital projects.
- Contribute to the development of regional funding proposals where required.

F. Stakeholder Engagement

The Regional Club Support and Participation Manager will:

- Lead regional stakeholder engagement for club support and participation development within the assigned region.
- Build constructive working relationships with Provincial Councils, County Boards, clubs and volunteers.
- Work closely with Local Sports Partnerships, local authorities, schools, community organisations and other relevant agencies.
- Work with the Boxing Ireland Pathways Lead to support the development of regional academy pathways programmes, ensuring stronger links between clubs, regional development activity and emerging talent pathways.
- Support improved communication between clubs, counties, provinces and the national office.
- Attend relevant regional meetings, development meetings and stakeholder forums as required.
- Represent Boxing Ireland professionally at regional and local level.
- Support the delivery of regional development events, including club development conferences, workshops or stakeholder engagement events.
- Work with regional structures to support participation growth and club development while ensuring alignment with Boxing Ireland's national strategy and governance framework.

G. Data, Monitoring and Reporting

The Regional Club Support and Participation Manager will:

- Manage accurate records of club engagement, development activity and programme delivery within the assigned region.
- Use Boxing Ireland systems, including Sport:80 or other approved platforms, to capture relevant development data.
- Track regional activity against agreed KPIs and development objectives.
- Gather participation data, club engagement information, case studies, feedback and impact evidence.
- Provide timely and evidence-based reports to support internal management, funder reporting and Board assurance.
- Use data and feedback to identify trends, gaps, risks and future development priorities.
- Support the development of consistent reporting processes across the regional development structure.

H. Regional Team and National Collaboration

The Regional Club Support and Participation Manager will:

- Work as part of Boxing Ireland's wider development and club support team.
- Collaborate with Regional Club Support and Participation Managers in other regions to share learning, identify common issues and improve national consistency.
- Contribute to national development projects and organisational objectives.
- Support cross-regional programme delivery where required.
- Provide regional insight to inform national policy, planning, funding and programme development.

- Work collaboratively with colleagues across safeguarding, governance, coach education, operations, participation, high performance and communications where relevant.

4. Management Accountability

The Regional Club Support and Participation Manager is accountable for:

- Delivering the agreed regional development plan.
- Managing regional activity against agreed KPIs.
- Supporting clubs and local structures in a consistent and professional manner.
- Ensuring regional programmes are coordinated, monitored and reported effectively.
- Identifying and escalating risks, issues and resource needs.
- Supporting funder and organisational reporting.
- Coordinating regional delivery partners, tutors, coaches, volunteers or sessional personnel where applicable.
- Working within agreed budgets, financial procedures and programme resources where allocated.

This role may include coordination of staff, coaches, tutors, volunteers, delivery partners or sessional workers involved in regional programme delivery. Any formal line management responsibilities will be confirmed by Boxing Ireland as the regional development structure evolves.

5. Key Performance Indicators / Success Measures

The role may be measured against the following areas:

- Delivery of an agreed annual regional development plan.
- Number of clubs actively engaged and supported.
- Number of club development plans or club support actions completed.
- Increased club engagement with national systems, programmes and policies.
- Number of volunteers, committee members, coaches or officials supported through training or development activity.
- Delivery of regional participation programmes against agreed targets.
- Evidence of increased participation among underrepresented groups.
- Number and quality of regional stakeholder partnerships developed.
- Number of clubs supported to access capital funding, programme funding or other development opportunities.
- Timely and accurate completion of reports, monitoring information and funder evidence.
- Improved quality of club and regional development data.
- Positive feedback from clubs, counties, provinces, partners and internal colleagues.
- Identification and escalation of regional risks and opportunities.

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.