

# Job Specification

## Head of Club Support and Participation



<b>JOB TITLE</b>	Head of Club Support and Participation	
<b>LOCATION</b>	Based in either the Republic of Ireland or Northern Ireland, with hybrid-working arrangements. Regular travel across the island of Ireland and attendance at Boxing Ireland offices and other locations will be required.	
<b>SALARY</b>	Boxing Ireland Salary Band: Level 4 - Head of Service ROI Salary Range: €50,000-€75,000 NI Salary Range: £45,000-£65,000	
<b>RESPONSIBLE TO</b>	Chief Operating Officer	
<b>KEY ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Educational and Professional Qualifications</b>	<ul style="list-style-type: none"> <li>A degree or equivalent third-level qualification that can be demonstrated as relevant to the post; OR at least 5 years' full-time experience (or part-time equivalent) in a senior role or position of responsibility in sports development, club development, participation development, community sport, volunteer or workforce development, programme management, or NGB / local authority / LSP / funded sport delivery.</li> <li>At least 3 years' demonstrable experience (full-time or part-time equivalent) of managing staff, teams, programmes or a national / regional development function.</li> </ul>	<ul style="list-style-type: none"> <li>An additional relevant qualification in sports development, community development, project management, governance, leadership or an equivalent area.</li> </ul>
<b>Previous Experience</b>	<ul style="list-style-type: none"> <li>Developing, implementing and reviewing strategic plans, operational plans or national development programmes.</li> <li>Leading club development, participation, community sport or grassroots development activity.</li> <li>Working with sports clubs, volunteers, coaches, officials, regional structures or community partners.</li> <li>Managing programmes, budgets, resources and reporting requirements.</li> <li>Working with key sporting or community partners, such as Sport Ireland, Sport Northern Ireland, Local Sports Partnerships, local authorities, schools, community organisations, NGBs, provincial structures or county structures.</li> <li>Securing, managing or reporting on funding, including programme funding, development funding or capital funding.</li> <li>Monitoring, evaluating and reporting on programme delivery, participation outcomes, impact and performance measures.</li> <li>Managing competing priorities, working strategically and operationally, and delivering against agreed objectives.</li> </ul>	<ul style="list-style-type: none"> <li>Working within an NGB, Local Sports Partnership, local authority, community sport setting or club-development environment.</li> <li>Line managing regional staff, development staff, programme leads or operational teams.</li> <li>Leading funded national programmes or reporting to funders.</li> <li>Developing club-support resources, toolkits, training or accreditation frameworks.</li> <li>Supporting capital funding, facility improvement, equipment or club-infrastructure projects.</li> <li>Working with underrepresented groups or leading inclusive participation programmes.</li> <li>Knowledge or experience of boxing or grassroots sport development.</li> </ul>
<b>Knowledge and Understanding</b>	<ul style="list-style-type: none"> <li>Principles of sports development, club development, participation growth and volunteer development.</li> <li>The role of clubs, volunteers, coaches, officials and regional structures in sport.</li> <li>Good practice in staff management, team leadership, planning and performance reporting.</li> <li>Equality, diversity, inclusion and safeguarding principles in a sports-development environment.</li> <li>Funding, monitoring and reporting requirements linked to national, regional or community-sport programmes.</li> <li>Partnership working with local, regional and national sporting or community stakeholders.</li> <li>How data, reporting and impact evidence support programme delivery, funding, Board assurance and organisational planning.</li> </ul>	<ul style="list-style-type: none"> <li>Boxing Ireland's club, county and provincial structures.</li> <li>The Irish sporting landscape, including Sport Ireland, Sport Northern Ireland, Local Sports Partnerships and local-authority structures.</li> <li>Capital funding, facility development or club-infrastructure funding routes.</li> <li>Coach education, volunteer development, athlete pathways, regional academy or talent-development structures.</li> <li>Key policy drivers relating to participation, inclusion, women and girls, disability sport, youth development or community sport.</li> </ul>
<b>Skills and Aptitudes</b>	<ul style="list-style-type: none"> <li>Excellent leadership, interpersonal, communication and relationship-building skills.</li> <li>Ability to lead, manage, support and develop staff and teams.</li> <li>Ability to build constructive working relationships with clubs, volunteers, County Boards, Provincial Councils, Local Sports Partnerships, funders and other stakeholders.</li> <li>Ability to motivate, support and influence staff, volunteers and club representatives.</li> </ul>	<ul style="list-style-type: none"> <li>Ability to support staff and clubs with funding applications, development plans, governance improvement or volunteer planning.</li> <li>Ability to work with the Pathway Lead and relevant staff to support regional academy-pathway programmes.</li> <li>Ability to design or oversee workshops, training sessions, club-support events or national</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to work strategically while maintaining oversight of operational delivery.</li> <li>• Excellent organisational, planning and project-management skills.</li> <li>• Ability to manage multiple priorities, deadlines, programmes and reporting requirements.</li> <li>• Ability to identify issues, solve problems, manage risk and escalate matters appropriately.</li> <li>• Excellent oral and written communication skills, including the preparation of reports, updates, monitoring information, strategic papers and impact evidence.</li> <li>• Competence in Microsoft Office, including Word, Excel, PowerPoint and Outlook, and in databases or digital reporting systems.</li> <li>• Ability to use data and feedback to identify trends, gaps, risks, development needs and future priorities.</li> </ul>	<p>development resources.</p> <ul style="list-style-type: none"> <li>• Ability to work across multiple stakeholders where there may be competing views or priorities.</li> </ul>
<p><b>Other Requirements</b></p>	<ul style="list-style-type: none"> <li>• Able to work additional hours where required, including evenings, weekends and at short notice.</li> <li>• Able to travel across the island of Ireland and attend regional, national or stakeholder meetings as required.</li> <li>• Access to a form of transport that enables the postholder to fulfil the requirements of the role.*</li> <li>• Willingness to undertake Garda vetting and/or AccessNI checks, as applicable, and to complete relevant safeguarding or internal training.</li> <li>• Commitment to complying with Boxing Ireland policies and procedures, including safeguarding, equality, data protection, conduct, integrity, finance and governance requirements.</li> </ul>	

\* 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.