

Job Specification

Regional Club Support and Participation Manager



JOB TITLE	Regional Club Support and Participation Manager	
LOCATION	ROI Regional Role - Leinster or Munster, as assigned. The postholder may be required to work from an alternative location or travel across the assigned region in accordance with operational requirements.	
SALARY	Boxing Ireland Salary Band: Level 3 - Manager ROI Salary Range: €35,000-€50,000	
RESPONSIBLE TO	Head of Club Support and Participation	
KEY ATTRIBUTES	ESSENTIAL	DESIRABLE
Educational and Professional Qualifications	<ul style="list-style-type: none"> A degree or equivalent third-level qualification that can be demonstrated as relevant to the post; OR at least 4 years' full-time experience (or part-time equivalent) in a similar role or position of responsibility in sports development, club development, participation development, community development, volunteer development, programme management, or funding and grant support. At least 2 years' demonstrable experience (full-time or part-time equivalent) of working with sports clubs, community organisations, volunteers or local sporting structures. 	<ul style="list-style-type: none"> A sports-related, community-development, project-management, governance or equivalent third-level qualification.
Previous Experience	<ul style="list-style-type: none"> Developing, coordinating or implementing club-development, participation or regional-development plans. Supporting clubs, volunteers, coaches, officials or community partners. Coordinating or managing sports-development, participation, community or club-support programmes. Working with key sporting or community partners, such as Local Sports Partnerships, local authorities, schools, community organisations, NGBs, provincial structures or county structures. Supporting or contributing to funding applications, including capital funding, programme funding or club-development funding. Monitoring, reporting and evaluating programme delivery, participation activity or development outcomes. Managing competing priorities, working independently and delivering against agreed objectives. 	<ul style="list-style-type: none"> Working within an NGB, Local Sports Partnership, local authority, community-sport setting or club-development environment. Supporting clubs with governance, planning, funding, volunteer development or sustainability. Managing funded programmes or reporting to funders. Coordinating volunteers, coaches, tutors, delivery partners or sessional staff. Supporting capital funding, facility improvement, equipment or club-infrastructure projects. Working with underrepresented groups or delivering inclusive participation programmes. Knowledge or experience of boxing or grassroots sport development.
Knowledge and Understanding	<ul style="list-style-type: none"> Principles of sports development, club development and participation growth. The role of clubs, volunteers, coaches, officials and local structures in sport. Good practice in volunteer recruitment, retention, development and support. Equality, diversity, inclusion and safeguarding principles in a sports-development environment. Funding, monitoring and reporting requirements linked to club, community or sports-development programmes. Partnership working with local, regional and national sporting or community stakeholders. How data, reporting and impact evidence support programme delivery, funding and organisational planning. 	<ul style="list-style-type: none"> Boxing Ireland's club, county and provincial structures. The Irish sporting landscape, including Sport Ireland, Local Sports Partnerships and local-authority structures. Capital funding, facility development or club-infrastructure funding routes. Athlete pathways, regional academy or talent-development structures. Key policy drivers relating to participation, inclusion, women and girls, disability sport, youth development or community sport.
Skills and Aptitudes	<ul style="list-style-type: none"> Excellent interpersonal, communication and relationship-building skills. Ability to build constructive working relationships with clubs, volunteers, County Boards, Provincial Councils, Local Sports Partnerships and other stakeholders. Ability to motivate, support and influence volunteers and club representatives. Ability to work independently across a regional area while remaining aligned to national priorities. Excellent organisational and planning skills. Ability to manage multiple priorities and meet agreed deadlines. Ability to coordinate programmes, meetings, workshops, events or development activity. 	<ul style="list-style-type: none"> Ability to support clubs with funding applications, development plans, governance improvement or volunteer planning. Ability to contribute to regional academy-pathway programmes in partnership with relevant Boxing Ireland staff. Ability to deliver or facilitate workshops, training sessions or club-support events. Ability to work across multiple stakeholders where there may be competing views or priorities.

	<ul style="list-style-type: none"> • Ability to identify issues, solve problems and escalate matters appropriately. • Excellent oral and written communication skills, including the preparation of reports, updates, monitoring information and impact evidence. • Competence in Microsoft Office, including Word, Excel, PowerPoint and Outlook, and in databases or digital reporting systems. • Ability to use data and feedback to identify trends, gaps, risks and development needs. 	
Other Requirements	<ul style="list-style-type: none"> • Able to work additional hours where required, including evenings, weekends and at short notice. • Able to travel extensively across the assigned region 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 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.