



## Job Description

**JOB TITLE:** Workforce Training and Development Officer

Fixed Term Contract until 31<sup>st</sup> March 2022 (with possibility of extension, subject to annual delivery performance and continuation of funding).

**MAIN LOCATION:** IABA Ulster Office, Belfast

The post holder may be required to move to an alternative location in accordance with operational requirements.

**SALARY:** £28,000 - £30,000 per annum

**RESPONSIBLE TO:** Operations Manager Ulster

**This post is National Lottery funded through Sport Northern Ireland's Sporting Clubs Programme.**

### JOB PURPOSE

To lead on the development and provision of a workforce education and development system within the Irish Athletic Boxing Association (Ulster Branch) including delivering a range of needs led services to support the continuous development of clubs, county boards and the ulster provincial branch within the sport. The role will also focus on providing an annual calendar of learning opportunities, of both a formal and an informal nature. The areas of learning will be across a wide range of disciplines and topics such as;

- Formal accredited coaching/referee and Judging qualifications
- Non-Formal learning opportunities for coaches, referees and judges.
- Generic Training courses
- Governance training such as; Safeguarding, Health and Safety, committee roles and responsibilities, financial management, data management.
- Training for clubs, county boards and the Ulster Branch of the IABA in relation to IABA specific policies on; volunteer management, reporting discriminatory behaviour, flags and emblems.

The main focus of the role is to provide a wide range of Learning opportunities to ensure that the boxing community and volunteer workforce is well informed and provided with adequate training to ensure a fit for purpose, modern and skilled workforce within the boxing structures of the IABA, with a specific focus on the Ulster region.



## **JOB DESCRIPTION / MAIN AREAS OF RESPONSIBILITY**

### **1. Service Development**

- Establish and maintain a comprehensive knowledge of the needs of the volunteer workforce within the clubs, county boards and ulster provincial branch within the sport
- Implement and evaluate an operational Workforce development plan to guide the development of the volunteer workforce within the sport, in line with evidenced workforce system needs.
- Provide access to a range of workforce services, including learning opportunities for non – coaching volunteers, which support the development of clubs, county board and the ulster province and are linked to their identified development needs.
- Assist the club development officer in implement and managing the Boxing for All endorsed club development and accreditation scheme for the sport.
- Establish and maintain a comprehensive knowledge of the active coaching, umpiring, tutoring and assessing workforce and identify workforce development needs.
- Develop and maintain appropriate resources, structures and opportunities to improve the reward and recognition of the vital role of the volunteer workforce within the sport and good practice within the club, county and provincial environment.
- Implement and evaluate an operational workforce plan in line with evidenced based development needs.
- Provide access to a range of workforce development opportunities, through education and continuous professional development, with specific focus on the needs of volunteers in a bid to increase the numbers of coaches, officials and volunteers.
- The workforce education officer will also actively target increasing the number of females and people with a disability within the boxing workforce.
- Work in partnership with colleagues to ensure robust procedures are in place to manage and support workforce at all levels of the pathway.
- Monitor and evaluate impact of development interventions and prepare written and oral reports as necessary relating to the post.
- Managing budgets in relation to the workforce programme.

### **2. Community Involvement and Partnership Working**

- Facilitate community involvement in the programme where appropriate
- Link up with the active clubs/participation officer post to promote and develop club/school links to increase the number of club members
- Promote opportunities for volunteering



- Work closely with the club development officer to assist them in providing guidance and support to clubs on a range of issues.

### **3 Staff Direction**

- To arrange and supervise (where necessary) tutors, casual coaches, leaders and volunteers
- Identify training needs for staff and volunteers and these are met within agreed budgets

### **4. Administration**

- Develop and maintain efficient and effective systems to ensure the smooth running of the project
- Comply with and actively promote IABA policies and procedures

### **5. General**

- To attend staff meetings as required
- To support the work of the relevant Committees and any ad hoc task and finish working groups and to attend meetings as required
- To keep abreast of current and emerging trends and developments within the sector
- To act in accordance with the Code of Conduct for IABA employees
- Undertake the foregoing duties in such a way as to enhance and protect the reputation and public profile of IABA.

This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in light of the changing needs of the organisation.

The above Job Description is not intended to be a comprehensive list of all the duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him / her from time to time and to contribute to the development of the post while in office.