

JOB DESCRIPTION & PERSONAL SPECIFICATION



General Information

Job Title	Ulster Operations Manager	Reporting To	IABA Chief Executive
Hours	40 hours per week - flexibility required	Contract Type	Fixed-Term until 31 st March 2023 (extension subject to future funding)
Remuneration	£37,000 / annum	Location	House of Sport, Belfast / home working

Job Purpose

The post-holder will oversee all operations of the IABA Ulster Branch, with the strategic focus on improving and developing boxing within Ulster. The role will work closely with the Ulster Boxing Council and the County Antrim Board, whilst reporting to the IABA. The post will be responsible for the implementation of the IABA Strategic Plan and the Ulster Boxing Council's Strategy, while also continuing to deliver recommendations of the report of the Independent Working Group Examining Boxing in Ulster. The post will be responsible for all financial, staff and governance management within the Branch and provide governance support to the IABA. The post-holder will seek a variety of funding and other sponsorship and revenue sources to support and increase service development within Ulster.

The Person

The IABA is seeking an experienced manager to lead the IABA Ulster Branch operations. The person will be highly organised with the ability to multi-task and manage their time in a highly efficient manner. You will also have a high level of verbal, written and inter-personal communication skills. You will have experience in managing people, resources, budgets and have experience in organising and administering good governance practices.

Roles & Responsibilities

Service Development

- To continue to lead on the review of the governance arrangements for Boxing in Ulster, ensuring that future governance arrangements reflect best practice and are in line with the objectives of the IABA, Ulster Boxing Council's Strategy and the recommendations of the Independent Review of Boxing in Ulster.
- To be responsible for the strategic development of boxing in Ulster in line with the IABA strategic plan and the Ulster Boxing Council's Strategy and Implementation plan.
- To develop and implement the annual business plan for boxing in Ulster, setting out key goals for the year, targets and resource allocations.
- To monitor and report on the implementation of the plan to the CEO of the IABA and the relevant provincial structures and funders.
- Work with stakeholders and funders to progress plans and programmes to address club facility development.
- Continue to work with the Ulster High Performance Unit, IABA, Ulster Boxing Council, stakeholders and funders to establish a stand-alone centre for boxing.
- Continue to identify appropriate neutral venues with relevant stakeholders for training and tournaments across Ulster.
- Work with a range of organisations in NI, the UK and Ireland to progress the development of boxing in Ulster. In particular to promote good practice in relation to equality legislation in Northern Ireland, focusing specifically on agreeing pragmatic solutions to the recommendations contained in the independent report on Boxing in Ulster.
- Act as the Lead Equality Officer within Ulster on behalf of the IABA ensuring boxing remains committed and progressive in terms of Equality Standards.
- To work with staff, office bearers and relevant Committees in the development of policies, procedures,

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practices and programmes that will ensure good governance, sound financial management and build capacity at all levels of boxing in Ulster.

- To recruit and manage agreed human resources of the organisation working within Ulster according to the authorised personnel policies and procedures of the IABA, ensuring adherence to relevant legislation and regulations.
- To lead and manage agreed marketing and public relation activities with the aim of ensuring that Boxing in Ulster is presented in a positive light to members, the public, the media and any key stakeholders.
- To manage all budgets in relation the IABA Ulster Branch and work closely with the IABA finance team to ensure robust systems and processes are in place for payments.
- To proactively seek and negotiate all forms of funding in respect of the development of Boxing in Ulster. All agreements are subject to approval of the CEO of the IABA.
- Grow and diversify revenue streams, manage, and activate commercial relationships and optimise the short- and long-term financial performance
- Represent and advocate on behalf of boxing on legislation, policies and strategies with key stakeholders including MLA's, central and local government and arm's length bodies.
- Act as a support to the IABA on governance, particularly, GDPR and Health & Safety.
- To ensure that all resources owned or leased by the organisation are maintained in good order.

Administration

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

General

- 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 public profile of IABA.
- To travel within Northern Ireland, Ireland the UK in order to fulfil the business needs of the organisation.
- To undertake such other reasonable tasks other than those specifically listed herein as requested and directed by the CEO or Board of the IABA.

Flexibility/Variation Clause:

- 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.
- This is a description of the job as it is constituted at the date shown. It is the practice of this organisation to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes.
- This procedure will be conducted by the appropriate manager in consultation with the postholder.
- In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the IABA reserves the right to make changes to your job description following consultation.

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Personal Specification

Requirements - Qualifications

Essential

- ^A 3rd level qualification which can be proven relevant to the post.

OR

- ^IABA may consider 5 years experience working in a similar role within an environment which can be proven relevant to the post where in the criterion is noted with an *

Desirable

- A degree or equivalent 3rd level qualification in a business related subject.

Requirements - Experience

Essential

- *3 years full time (or part time equivalent) experience in a position with responsibility for financial management.
- *3 years full time (or part time equivalent) experience in managing staff.
- *3 years full time (or part time equivalent) experience of developing, implementing and leading business plans and strategies.
- *3 years' full time (or part time equivalent) experience of managing or implementing significant change within an organisation.
- *3 years' full time (or part time equivalent) experience of writing and successfully applying for funding
- *3 years' full time (or part time equivalent) experience of working and engaging with a wide range of partners/stakeholders
- Experience of working and/or engaging with voluntary organisations
- Experience of developing, implementing and monitoring policies and procedures.
- Experience of working as part of a team.

Desirable

- **Experience of attracting and securing sponsorship
- **Experience of working within a sports development environment and of sport as a business.
- **Experience of leading projects and following them through to a successful conclusion.
- Experience of leading on Health & Safety within an organisation
- Experience of leading on GDPR within an organisation

Requirements – Knowledge

Essential

A knowledge and understanding of:

- *governance requirements and issues within voluntary sector and organisations.
- equality issues and a commitment to the IABA and UBC's Equality statements and Policies
- and a commitment to the values of the IABA.
- sport and the sporting landscape in Ulster and Ireland
- key policy and strategic drivers from Central Government / Sport NI

Desirable

Knowledge and understanding of:

- **boxing within Ulster and Ireland

Requirements – Skills

Essential

- *Competent in the use of Microsoft software in particular Word, Excel, Powerpoint and Outlook.
- *Ability to work under pressure and meet tight deadlines.

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- *A high standard of influencing and negotiating skills.
- Excellent presentation, oral and written communication skills
- Excellent organisational, planning and administrative skills
- A high level of written and oral communication and presentation skills.
- An ability to act on personal initiative and take well evaluated decisions within tight time-frames when necessary.
- Demonstrable leadership skills.
- Strong interpersonal skills including the ability to liaise with a range of personnel and build relationships.
- Self-motivated and committed.
- A strong team player.

Requirements – Circumstances

- Must be able to work additional hours, some of which may be in the evening, at the weekend or short notice
- *Access to a form of transport which must be insured for use when travelling on IABA business
- Willingness to undertake travel including overnight stays
- Be willing to undertake an Access NI check
- Ability to work in the UK

*Only those applicants who clearly demonstrate the relevant achievement, experience, knowledge and understanding of essential criteria with a * will go forward to the next stage in the recruitment and selection process.

The panel do reserve the right to also enhance the shortlisting criteria and apply any number of the desirable criteria.

All other essential and desirable criteria not used at the shortlisting stage may be assessed at interview.

All offers of employment are subject to receipt of satisfactory Access NI checks.

Interviews will take place week commencing 27th March 2022.