

JOB DESCRIPTION & PERSONAL SPECIFICATION



General Information

Job Title	Workforce Training & Development Officer	Reporting To	Ulster Operations Manager
Hours	40 hours per week - flexibility required	Contract Type	Fixed-Term until 31 st March 2023 (extension subject to future funding)
Remuneration	£28,000 / annum	Location	House of Sport, Belfast / home working

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 Boxing Council, so that they are fit for purpose. The role will also focus on providing an annual calendar of learning opportunities, which will include formal and informal learning. The areas of learning will be across a wide range of disciplines and topics including, but not limited to:

- Formal accredited coaching/referee and Judging qualifications
- Non-Formal learning opportunities for coaches, referees and judges.
- Generic Training courses
- Governance which may include; Safeguarding, Health and Safety, committee roles and responsibilities, financial management, data management.
- Training for clubs, county boards, and the Ulster Boxing Council in relation to IABA specific policies.

The Person

The IABA Ulster Branch seeks a dynamic member of staff to join our team. The person will be highly organised with the ability to multi-task and manage their time in the most efficient way possible. The person will have a high level of verbal, written and inter-personal communication skills.

Roles & Responsibilities

Service Development

- Establish and maintain a comprehensive knowledge of the needs of the volunteer workforce within the clubs, county boards and Ulster Boxing Council.
- 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 Boxing Council and are linked to their identified development needs.
- Assist the club development officer in providing learning support for clubs around Club Mark, the endorsed club development and accreditation scheme for the sport and where needed development support.
- 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.

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- Operate ID Card system for Coaches and Officials.
- 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.

Community Involvement and Partnership Working

- Facilitate boxing community involvement in the programme where appropriate
- Be the lead IABA Ulster Branch staff member on the Ulster Boxing Council sub-committee for Workforce Development
- Link up with the participation officer to identify learning opportunities associated with the delivering of membership growth programmes
- 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.

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

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

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 public profile of 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.

Desirable

- A degree which can be proven relevant to the post
- Teacher Certificate or Tutoring Qualification.

^ Please note where a prospective applicant does not have a 3rd level qualification, we will also consider applications where a candidate has 5 GCSEs and at least 4 years' full-time experience (or part time equivalent) in criterion highlighted * below.

Requirements - Experience

Essential

- *2 years demonstrable full-time experience (or part time equivalent) of working with sports clubs, coaches, officials and volunteer in advisory capacity
- *2 years' experience, full time (or part time equivalent) providing training and learning opportunities.
- *2 years' demonstrable experience of developing, implementing and managing needs led programmes to support the development of sports clubs and their volunteer base.
- *2 years' demonstrable experience of managing resources and budgets.

Desirable

- **Experience of developing and submitting successful funding applications
- Experience of working with key sporting partners.

Requirements – Knowledge

Essential

A knowledge and understanding of:

- *the issues and challenges within the sports club and workforce environments.
- *needs led club and workforce development
- the principles of sports development
- club accreditation programmes / schemes.
- Boxing in Ulster (structure & strategy).

Desirable

- **Knowledge of event booking platforms.
- Knowledge of key policy drivers from Central Government / Sport NI
- Demonstrate an understanding of equality issues and a commitment to the Associations Equality statement and Policy
- sports participant and performer pathways

Requirements – Skills

- *Experience in the use of Microsoft software in particular Word, Excel, Powerpoint and Outlook
- *Ability to work under pressure and meet tight deadlines
- Ability to motivate enthusiasm amongst volunteers.
- Excellent organisational and planning skills

Requirements – Communication & Inter-personal Skills

- Excellent presentation, oral and written communication skills
- Highly developed communication and interpersonal skills.

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- Presentation and facilitation skills to deliver complex information in understandable terms.
- Understanding of the key issues involved in managing the learning process in small and large group facilitation.
- Ability to give constructive feedback to encourage learning.
- Ability to write reports.
- Ability to effectively present Team and Leadership Skills:
- Ability to build and maintain relationships across the team.
- Leadership and initiative skills.

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.