**Job Vacancy: Regional Development Officer**

**Irish Athletic Boxing Association**

**Location:** Munster(Cork region)

**Contract Length:** Fixed term contract

**Full time / Part time:** Full time

**Salary:** €22,000

**Application closing date:** 21/09/22

**Job Summary**

The Irish Athletic Boxing Association has been delivering consistent international success in the ring and is the highest performing Olympic sport in Ireland. To assist our Development Team to continue its drive towards sustaining success the IABA are now seeking to appoint a Regional Development Officer for its Development Team on a fixed-term basis. This full-time position is of strategic importance to the IABA in achieving its strategic goals within developing programmes and enhancing the current professional structures in place. Reporting directly to the National Development Manager, the successful candidate will be responsible for the delivery of all locally based school ‘StartBox’ programmes and administration associated with the effective running of the IABA Development Team.

**Overall Purpose of Position**

To assist the Irish Athletic Boxing Association in achieving its core objectives of:

* Ensuring delivery of boxing development programmes, to targeted groups, in a variety of settings within the nominated area.
* Developing partnerships and co-ordination between the relevant internal/external stakeholders and maximizing their involvement in the development of boxing in Ireland.

**Specific Responsibilities:**

Reporting to the National Development Manager of the Irish Athletic Boxing Association and designated stakeholders, the Regional Development Officer will have responsibility for the implementation of current and future development programmes of the IABA and identified stakeholders including:

**Programmes:**

* Planning, organising, and active implementation of school StartBox sessions.
* Promote positive relationships between all programme partners.
* Assist in the development of current and future programmes as required.
* To undertake further training as required.
* To deliver training as required.

**Strategic Development:**

* Represent the IABA and relevant stakeholders as required.
* Assist in strategic working groups as required and directed by the National Development Manager of the IABA and nominated areas.
* Assist the relevant stakeholders in matters relating to the development of sport in identified areas.
* Develop relevant strategies for engaging targeted populations.

**Management Processes:**

* Adhere to all management processes as directed by the National Development Manager of the IABA or persons nominated by them.
* An agreed annual work programme must be submitted to the National Operations Manager of the IABA and identified stakeholders.
* Supply regular reports on dates outlined by the National Development Manager of the IABA or persons nominated by them.
* Strictly adhere to procedures outlined by National Development Manager of the IABA in relation to any financial matters.

**Promotion of Boxing:**

* Working in cooperation with all stakeholders in the identified areas to promote boxing.
* Represent the IABA at local meetings regarding the development of boxing programmes.
* Identifying and assisting local community initiatives which may benefit the development of boxing.
* Identifying sources of funding available for local boxing development.
* Liaising with local media and the National Communications Officer to promote boxing locally.

**General Responsibilities:**

* To enhance and increase the profile of boxing in the community.
* Comply and actively promote IABA’s policies and procedures as directed.
* Any other duties as may be assigned from time to time in accordance with the general nature of the post.

**Qualifications & Experience:**

* Experience delivering boxing/exercise to a broad range of targeted populations.
* Minimum Irish National Framework (NFQ 5).
* Level 1 sport coaching certificate equivalent.
* Successful candidate must undertake IABA Garda Vetting & Safeguarding training.
* Full driving license and means of transport essential.
* Knowledge of IT including working with Word, Excel, PowerPoint, and databases.
* Strong planning and organisational skills, including time management, prioritising workload and decision making.

**How to Apply:**

Please send a CV along with a Cover Letter via e-mail outlining your suitability for the position to [info@iaba.ie](mailto:info@iaba.ie) no later than **5pm 21st September 2022**.

Please reference *“Regional Development Officer”* in the subject of your email.