

# JOB DESCRIPTION & PERSONAL SPECIFICATION



## General Information

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

## Job Purpose

To increase participation in boxing at all levels in Ulster, make it sustainable and monitor, evaluate and assess the impact of participation.

This will include developing and delivering innovative participation programmes to increase the number of women, children, young people, and people with disabilities taking part in boxing. These programmes must be designed to increase the membership in local boxing clubs of people in these cohorts. The role also contains a significant engagement element, creating internal linkages within the boxing community, and strengthening communication pathways between employees and volunteers, as well as boosting boxing's visibility through various means including; social / online media, new communications systems and in person meetings and events.

## The Person

The IABA Ulster Branch is seeking a dynamic, driven and motivated person 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. You will also have a high level of verbal and written communication skills.

## Roles & Responsibilities

### Service Development

- To introduce new initiatives, strategies, projects, and best practice into IABA Ulster Branch, clubs, county boards and Ulster Boxing Council to enable service improvement, development and expansion.
- To encourage boxing clubs to:
  - provide access to wider audiences and to encourage recreational participation in boxing.
  - embrace relevant new initiatives
  - embark on IABA Clubmark accreditation with the Club Development Officer
  - to see the benefits of increasing participation and engagement with marginalised groups
- To instigate a project-based approach to all participation initiatives, both delivered directly or in partnership, designed to achieve specific and measurable outcomes identified in advance including an assessment of the impact on the target audience.
- To ensure that all casual staff and volunteers working with children and young people under 18 years of age directly and through partnerships are trained in recognised in good Child Protection practice have completed the relevant AccessNI / Garda Vetting Checks through the IABA.
- To maintain a stock of equipment ensuring that it is fit for purpose for IABA staff and volunteers
- Implement and evaluate an operational Participation and Engagement development plan to guide the delivery of participation within the sport, in line with agreed targets.
- Assist the club development officer with support for clubs around Clubmark, the endorsed club development and accreditation scheme for the sport
- Manage the Membership Growth Grant Scheme to support increase in participation and membership
- Work in partnership with colleagues, stakeholders, and partners to ensure robust procedures are in place to manage and support participation at all levels of the pathway.

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- Monitor and evaluate impact of participation interventions and prepare written and oral reports as necessary relating to the post.
- Work to the set budget in relation to Club & Participation programme.
- Work with Ulster High Performance Unit to develop links from participation into the performance pathway.
- Work closely with the National Communications and Inclusion Officer to develop and implement clear lines of communication between employees, volunteers, and our membership
- Lead on the content for the Ulster Boxing Council / Ulster Branch website
- Work closely with the IABA Women in Sport Officer to roll out similar programmes in Ulster.

## Community Involvement and Partnership Working

- Facilitate boxing community involvement in the programme where appropriate
- Actively seek out new stakeholders and partners to fund/develop new participation projects
- Be the lead IABA Ulster Branch staff member on the Ulster Boxing Council sub-committee for Participation and Engagement
- Link up with the workforce officer to identify learning opportunities associated with the delivering of membership growth programmes
- 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) staff, 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 degree or equivalent 3<sup>rd</sup> level qualification which can be proven relevant to the post

#### Desirable

- IABA Coaching Qualification
- Sports Leadership 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 volunteers
- \*2 years' demonstrable experience, full time (or part time equivalent) of working with schools and other community settings
- \*2 years' demonstrable experience of developing and managing projects and/or programmes.
- \*2 years' demonstrable experience of working with key sporting partners.

#### Desirable

- \*\*Demonstrable experience of developing and submitting successful funding applications
- \*\*Demonstrable experience of managing resources and budgets.
- \*\*Demonstrable experience of coaching within a participation programme

### Requirements – Knowledge

#### Essential

A knowledge and understanding of:

- \*participation programmes to increase membership in sport
- the principles of sports development
- club accreditation programmes / schemes.
- of the issues and challenges within the sports club environments.
- sports participant and performer pathways.
- Boxing in Ulster (structure & strategy).
- Power of effective communication and engagement

#### Desirable

- 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
- Knowledge of website management and social media

### Requirements – Skills

#### Essential

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

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## Requirements – Communication & Inter-personal Skills

- Excellent presentation, oral and written communication skills
- Highly developed communication and interpersonal skills.
- Ability to engage effectively in small and large audiences
- 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.