

JOB DESCRIPTION



General Information

Job Title	Female Participation Coach	Reporting To	Participation Officer
Hours	3 days per week - flexibility required	Contract Type	Fixed-Term Oct 2025 (extension subject to future funding)
Remuneration	£24,000/year - Pro Rata	Location	Based across Ulster/ House of Sport, Belfast /home working

Job Purpose

The IABA Ulster Branch has created this new post through external funding through the Rank Foundation – Start Here Programme. We are currently looking for a dynamic individual to join our team as a Female Participation Coach to deliver high quality non-contact boxing sessions within schools and community settings for women and girls in various locations across NI. Create transition pathways for women and girls, linking schools, community settings and boxing clubs. This pathway has two goals: to increase the number of women and girls taking part in boxing and increase the number of female members in local boxing clubs. The postholder will work with boxing clubs and boards across Ulster to organise and deliver activities such as ‘try-it’ events for females during the International Women’s Week.

Main Responsibilities

- Engage with a range of local schools to deliver school term non-contact boxing programmes for girls, focusing on P6/7 and YR 8-10.
- Engage with a range of community settings to deliver non-contact boxing taster programmes for women and girls
- Devise progressive coaching plans to teach the basic core skills in boxing in a fun and structured environment.
- Work with partners to deliver school holiday taster sessions in local holidays schemes.
- Lead, motivate and engage with the women and girls in your sessions
- Demonstrate games and skills with enthusiasm and energy, and provide positive feedback to the participants
- Plan the sessions, ensure classes start and finish on time, and engage with parents where required
- Abide by all IABA Policies and Procedures
- Storing Equipment at Home
- Completing session registers, monitoring and evaluation paperwork and providing weekly reports to the Participation Officer
- Liaising with the schools that you contact
- To enhance and increase the public profile of boxing
- To undertake further training as required

Flexibility Clause:

- 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.

Variation Clause:

- 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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Requirements – Qualifications

Essential

- Minimum of 5 GCSE's Grade C or above (or equivalent), including English and Mathematics
- Full Driving Licence
- Completed Children and Young People Safeguarding Workshop within last 3 years
- Minimum IABA Fundamentals Coaching Qualification

Desirable

- IABA Level 1 Coaching Qualification
- IABA Level 2 Coaching Qualification
- First Aid Qualified
- SportNI's Coaching 5-12 year Olds
- Sports Leadership Qualification

Requirements - Experience

Essential

- A minimum of 2 years demonstrable experience of delivering coaching (either gained in a paid or voluntary capacity) to women and girls
- Organising and setting up own sessions

Desirable

- Experience of carrying out monitoring and evaluating of programmes

Requirements – Knowledge

Essential

- Knowledge of IT including working with spreadsheets, word processing, email and presentation packages

Desirable

- Knowledge of coaching structures, club structures and competitive opportunities specific to boxing.
- A thorough knowledge of the role of physical activity in the promotion of an active lifestyle and the importance of physical activity for health and wellbeing.
- Understanding of the IABA's role in the development of boxing.

Requirements – Personal Characteristics

- Ability to organise, plan & deliver structured training sessions
- Have an outgoing and dynamic personality
- An ability to engage with children with energy, enthusiasm, and excitement
- Excellent organisational, verbal communication and listening skills
- Good administrative skills
- Flexibility and adaptability
- Punctual
- Reliable
- Ability to work by yourself unsupervised and part of a team
- Ability to work in the UK
- This role requires an Enhanced AccessNI Check

*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.

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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.

