

Job Vacancy: Equality, Diversity & Inclusion Officer

Irish Athletic Boxing Association

Location:	Hybrid position with a combination of working remotely and attending meetings and events when required.
Contract Length:	Fixed term contract (12 months)
Full time / Part time:	Full time
Salary:	€32,000 - €38,000, commensurate with experience.
Application closing date:	20/04/2024

Job Summary

The Irish Athletic Boxing Association has been delivering consistent international success in the ring and is the most successful Olympic sport in Ireland. To assist our Development Team to continue its drive towards sustaining success, the IABA is seeking to appoint an Equality, Diversity & Inclusion 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 development programmes goals and enhancing existing professional structures. Reporting directly to the National Development Manager, the successful candidate will be responsible for Project Management, Event Management, Programme Delivery & Policy Development.

Overall Purpose of Position

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

- Additional Needs Inclusion – Project management within IABA’s Initiative; ‘High Five’ programme. Delivering on programmes and initiatives to increase opportunities for people with additional needs.
- Facilitate training and capacity building within clubs and communities thereby developing sustainable local leadership for boxing within communities.

Specific Responsibilities:

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

Programmes:

- Engage with communities and target groups by consulting with participants and local partners to assess needs and develop sustainable approaches to providing participation opportunities.
- Identify key stakeholders including Sport Ireland and Active Disability Ireland and community host organisations to ensure engagement across the community and involvement with relevant target groups.
- Planning, organising, and active implementation of school, community & club participation programmes.



- Actively recruit, retain, and develop club members at all stages of life.
- 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 & workshops to develop local capacity to deliver sustainable boxing programmes.

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 representative meetings regarding the development of inclusive boxing programmes.
- Identifying and assisting local community initiatives which may benefit the development of boxing.
- Identifying sources and assist in applying for funding available for inclusive boxing development.
- Liaising with local media and the National Communications Officer to promote inclusive boxing.

General Responsibilities:

- To enhance and increase the profile of inclusive 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:

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Minimum Irish National Framework (NFQ 6) 	Coaching qualifications/experience in coordinating sport or exercise programmes to a broad range of targeted populations.
Experience	<ul style="list-style-type: none"> A minimum of 18 months relevant experience in project management and planning, co-ordinating and delivering EDI sport programmes. Experience of the community and voluntary sector and/or the sports and recreation environment. Experience of motivating those cohorts within the applicable section with lower participation characteristics to become involved. 	<ul style="list-style-type: none"> Experience working in sports administration and/or organising training events. Programme monitoring and evaluation experience. Experience working in a project team.
Skills and Competencies	<ul style="list-style-type: none"> Strong IT, administrative and organisational skills. Ability to consult, communicate and network appropriately and effectively with all sectors of the community. Ability to monitor and evaluate work and write reports. Excellent communications, presentation and facilitation skills. Ability to advise, inform, motivate and support individuals and organisations. Ability to prepare, monitor and manage budgets Ability to produce good quality publicity material. Good time management skills. 	<ul style="list-style-type: none"> Understanding of project evaluation. Understanding of the sports and community development environment.
Attitude and Motivation	<ul style="list-style-type: none"> Awareness of the importance and value of participation in sport/physical activity. A constructive, positive, and progressive attitude to working as part of the IABA team and an ability to develop partnerships with the wider community. Be motivated by and committed to sports development and increasing opportunities for participation, in particular among hard-to-reach groups in local communities. 	<ul style="list-style-type: none"> An awareness of the role and importance of co-ordinated and integrated inter-agency responses to local sporting, social and community development needs.



	<ul style="list-style-type: none"> • Commitment to on-going training and development. • A self-motivated approach to work. 	
Other Requirements	<ul style="list-style-type: none"> • Garda Vetting Clearance. • Full, clean driving license and use of personal transport for work. • Willingness and ability to travel. • Ability and commitment to work evenings and weekends as required. 	

Required post-appointment action:

The successful candidate, on taking up their position will be required to:

- I. Undergo Garda Vetting/Access NI checks through the IABA; this will be the case even if the successful candidate has been Garda Vetted/Access NI checked through another organisation or sector.
- II. Undertake IABA Fundamentals: Assistant Coach certification. Whilst this is not a coaching role, it is desirable that the successful candidate has a foundational level of boxing technical and boxing coaching knowledge, as this will assist in the commission of their duties.
- III. Undergo Safeguarding One learning.

How to Apply:

Please send a CV along with a Cover Letter via e-mail outlining your suitability for the position to hr@iaba.ie no later than **5pm 20th April 2024**.

Please reference **“Equality, Diversity & Inclusion Officer”** in the subject of your email.

Note:

Short-listing of candidates may apply. The post is subject to Garda Vetting.
IABA is an Equal Opportunities Employer.

Interviews for those shortlisted will take place on

30th April

It is intended that interviews will take place online via video call.

