

# Job Vacancy: Galway Development Officer

## Irish Athletic Boxing Association

<b>Location:</b>	Connacht (Galway region)
<b>Contract Length:</b>	Fixed term contract (12 months)
<b>Full time / Part time:</b>	Full time
<b>Salary:</b>	€32,000 p/a
<b>Application closing date:</b>	5pm, 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 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 development programmes goals and enhancing existing professional structures. Reporting directly to the National Development Manager, the successful candidate will be responsible for the delivery of all locally based school, community and club 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.
- 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 Regional Development 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 Galway Sport Partnership and Galway County Boxing Board 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 local meetings regarding the development of 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 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:

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Minimum Irish National Framework (NFQ 5).</li> <li>• Level 1 sport coaching qualification</li> <li>• Successful candidate must undertake IABA Garda Vetting &amp; Safeguarding training.</li> </ul>	Coaching qualifications/experience in delivering boxing and exercise programmes to a broad range of targeted populations.
<b>Experience</b>	<ul style="list-style-type: none"> <li>• A minimum of one-year relevant experience in project management and planning, co-ordinating and delivering sustainable boxing programmes.</li> <li>• Experience of the community and voluntary sector and the sports and recreation environment and of motivating those sectors with lower participation characteristics to become involved.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience working in sports administration and/or organising training events.</li> <li>• Programme monitoring and evaluation experience.</li> <li>• Experience working in a project team.</li> </ul>
<b>Skills and Competencies</b>	<ul style="list-style-type: none"> <li>• Strong IT, administrative and organisational skills.</li> <li>• Ability to consult, communicate and network appropriately and effectively with all sectors of the community.</li> <li>• Ability to monitor and evaluate work and write reports.</li> <li>• Ability to produce, access and disseminate information efficiently and accurately.</li> <li>• Excellent communications, presentation and facilitation skills.</li> <li>• Ability to advise, inform, motivate and support individuals and organisations.</li> <li>• Ability to prepare, monitor and manage budgets</li> <li>• Ability to produce good quality publicity material.</li> <li>• Good time management skills.</li> <li>• Ability to prioritise workload and decision making.</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of project evaluation.</li> <li>• Understanding of the sports and community development environment.</li> </ul>
<b>Attitude and Motivation</b>	<ul style="list-style-type: none"> <li>• Awareness of the importance and value of participation in sport/physical activity.</li> <li>• A constructive, positive, and progressive attitude to working as part of the IABA team</li> </ul>	<ul style="list-style-type: none"> <li>• An awareness of the role and importance of co-ordinated and integrated inter-agency responses to local sporting, social and community development needs.</li> </ul>



	<p>and an ability to develop partnerships with the wider community.</p> <ul style="list-style-type: none"> <li>• Be motivated by and committed to sports development and increasing opportunities for participation, in particular among hard-to-reach groups in local communities.</li> <li>• Commitment to on-going training and development.</li> <li>• A self-motivated approach to work.</li> </ul>	
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>• Garda Vetting Clearance.</li> <li>• Full, clean driving license and use of personal transport for work.</li> <li>• Willingness and ability to travel.</li> <li>• Ability and commitment to work evenings and weekends as required.</li> </ul>	

### 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 20<sup>th</sup> April 2024**.

Please reference **“Regional Development Officer- Galway”** 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  
2<sup>nd</sup> May***

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

