



Job Description - Sport Development Officer (Part-Time)

Job title:	Sport Development Officer (part-time)
Responsible to:	Northern Ireland Fencing Ltd.
Contract duration:	Fixed term contract to 31st March 2021, reviewed annually and may be extended subject to funding
Responsible for:	Implementation of NI Fencing Ltd. 'Sporting Clubs' development programme
Hours of work:	18 hours per week, may include evenings and weekends
Salary:	£10,000 + expenses for first year, funding increase available beyond first twelve months subject to annual review
Location:	Potential for home- or office-based working, in addition to NI Fencing board of director meetings; House of Sport, Belfast. (To be confirmed following appointment)
Key objectives:	<p>This post is a newly created position within Northern Ireland Fencing Ltd. The position has been introduced via funding received from Sport Northern Ireland's 'Sporting Clubs 2017-2021' investment programme. The Sport Development Officer will form an integral part of the sport development team within NI Fencing. The Sport Development Officer will be responsible for delivering and evaluating the development plan for NI Fencing club membership, club development and workforce development. The Sport Development Officer will facilitate and coordinate opportunities through clubs, events, coaching and volunteering activities, across all ages and abilities, sustaining increased participation in fencing.</p> <p>Additionally, there will be the wider engagement of- and establishing strong working relationships with regional representatives, local authorities and other partners to support the implementation of the 'Sporting Clubs 2017-2021' Development Plan.</p>
Details:	Reporting to the NI Fencing Managing Director on a calendar month basis, the Sport Development Officer will work within the guidelines established by the NI Fencing board of directors. The Sport Development Officer would be expected to establish, develop, and maintain relationships with the key members and coaches within Northern Ireland.

Sport Development Officer Responsibilities:

1. Increase Club Membership & Development

- Sustaining increases in NI Fencing membership in Northern Ireland to an agreed set of targets, including retention of existing membership

2. Club Support & Development

- Assist with the development of new/existing clubs in NI Fencing by becoming an important point of contact to provide guidance
- Development of best practice club development model, including development of NI Fencing and Clubmark NI
- Liaise with all fencing clubs on the implementation of best practice development model
- Planning, organising, and hosting club development workshops incorporating inclusiveness and child protection training
- Developing and supporting coach, official, and volunteer development in line with agreed NI Fencing targets

3. Promotion and Development of Northern Ireland Fencing Programmes to and within Fencing Clubs

- Working with NI Fencing to promote and encourage participation
- Contact with and promotion of all NI Fencing clubs
- Ongoing liaison with clubs in programme introduction and development
- Identification, recruitment, training, and development of coaches, officials, and volunteers
- Expand and develop NI Fencing programmes and club development section of NI Fencing website and other online media presence

4. General Duties

- Collaborating and supporting the work of the NI Fencing Board of Directors
- Act as an ambassador for NI Fencing and represent the organisation on appropriate occasions
- Develop relationships with other partners including local authorities, schools and other interest groups that increase the development of fencing in Northern Ireland
- Answer incoming queries from clubs in relation to club structure, development and best practice guidelines
- Assist in managing all budgetary aspects of the role
- Produce reports, presentations, deal with correspondence, and attend meetings relevant to the role
- Support Clubmark NI applications for all NI Fencing clubs

Applicants should note that this list does not represent an exhaustive list and is subject to change as the job requires

Applicant Information

1. Relevant Experience

- Essential:** Experience and knowledge of sports development, including club and coach development
Experience working in a sport environment for 2 years, and/or have a relevant sports-related degree
Experience of working with volunteers
Knowledge of legislation relevant to sports organisations, including Child Protection, Health & Safety, GDPR, and Equality
- Desirable:** Demonstrable ability to applying and selling innovative and challenging ideas in a work or sport environment
Competency in budget and financial management

2. Special Aptitudes

- Essential:** Competent in the use of Information Technology
Competent computer literacy skills including email, word processing, content management systems
Ability to produce clear and concise reports and presentations
Good organisational skills
Experience in making presentations to a target audience

3. General Aptitudes

- Essential:** Highly proactive with the ability to work with minimal direction
- Desirable:** Development planning experience and a proven ability to implement programmes

4. Circumstances

- Essential:** Ability to work outside of normal working hours
Ability to manage multiple projects
Ability to effectively prioritise and plan own workload and remain outcome-oriented
Be prepared to undertake relevant job-related training
Access to a form of transport that will permit the post holder to meet the requirements of the post in full

General information:

The ongoing funding for this post is subject to negotiation and to confirmation of funding from Northern Ireland Fencing Ltd funding partners Sport Northern Ireland. Interested parties are invited to submit their CV (by email) along with a covering letter outlining why they believe they are suitable for the post to the NI Fencing Ltd. company secretary Ms Maureen Kerr (maureen.kerr@nifencing.com).

Applications are requested to be submitted by email only (subject line: NIF Development Officer)

CLOSING DATE FOR APPLICATIONS: 18th January 2019

INTERVIEW DATE (TBC): Mid-February

ANTICIPATED START DATE: April 1st, 2019

Northern Ireland Fencing Ltd. is an equal opportunities employer.