



## **JOB DESCRIPTION**

**Job Title:** Activation Officer – Munster Region

**Responsible to:** Chief Executive Officer

**Responsible for:** This is an exciting opportunity to work with a growing National Governing Body. Badminton has a rich heritage in Ireland, and participation in the Sport has been steadily growing. Due to the negative impact COVID 19 has had on indoor Sport, Badminton Ireland is seeking to appoint regional activation officers for a 12-month contract, to support participation on a grassroots level and develop the Sport.

Badminton Ireland is looking for individuals with a passion for sport, strong communication skills and a talent for building strong relationships to provide highly professional and wide-ranging development activities at a regional level. This position is entirely remote but does require some travel.

### **Main Duties/Responsibilities**

- Identify and help resolve the specific sporting needs of Badminton Clubs by engaging and assisting them in accessing or creating relevant and identified opportunities.
- Work with Badminton Ireland Staff in Coaching, Development, Membership, Events and Volunteer training.
- Organise appropriate training opportunities targeting volunteers and participants to build capacity in our clubs.
- Help to recruit volunteers and participants in coach education and other appropriate awards to assist in developing innovative neighbourhood sport & active recreation participation projects.
- Develop new and maintain existing relationships with key partners such as the local County Badminton Association, The Local Sports Partnership, The Provincial Branch, Sport Ireland, and any other applicable bodies. This will involve attending relevant meetings and sharing information.
- Assist in the creation and development of school-club links
- Be responsible for the marketing and promotion of all programmes and activities.
- Carry out all relevant continuous monitoring, evaluation and recording of programmes, ensuring targets are being met in line with agreed key performance indicators.
- Manage a programme budget assigned to your role.
- Other duties as may be assigned from time to time by the line manager and/or CEO of Badminton Ireland.

As this is a new job description, Management reserves the right to amend/change this job description.



**Who we are looking for:**

Our ideal candidate is a confident and proactive communicator (both verbally and in writing) and highly computer literate.

You will be enthusiastic about Badminton Ireland's mission and comfortable with a degree of uncertainty – your day will inevitably involve challenging tasks and exposure to key stakeholders at all levels of the organisation. The role will require the availability to work remotely at present, so it is expected that the person will have a sound broadband connection that will allow them to carry out their duties. The role will also require carrying out work outside of normal working hours. Badminton Ireland operates a TOIL process for any hours completed outside of normal working hours.

**Essential:**

- Have a Full Clean Driver's Licence and Transport.
- Have eligibility to work in the Republic of Ireland.
- Be a self-starter, capable of acting on your own initiative and proactively managing competing demands and pressures and able to multi-task effectively
- Must be able to work collaboratively, with a range of colleagues in the wider organisation, as well as with external stakeholders
- Experience in working with volunteers in a community setting
- Ability to use social media as a tool to promote programmes and initiatives
- Ability to work as part of a team and work effectively on your own initiative
- Ability to plan effectively and manage multiple projects at a given time
- Ability to monitor and evaluate the impact of programmes
- Ability to manage a budget
- Ability to communicate effectively both in-person and via email communications
- Ability to persuade people and act with empathy
- Committed to personal development and undertaking training relevant to your role
- Ability to communicate effectively both in-person and via email communications

**Desirable:**

- Minimum QQI Level 7 in Community Sports Development, Sports Management, Sports Coaching, Health Science, or other relevant qualification Have eligibility to work in the Republic of Ireland.
- BWF Coaching Qualification or other NGB Coaching Qualification
- Valid Sport Ireland Safeguarding Level 1 Award
- Experience of working with Children/Young People
- Experience in delivering, presenting at or conducting meetings
- Knowledge of the challenges facing Badminton Clubs
- Knowledge of the National Sports Policy, Sport Ireland Strategy, and the Badminton Ireland Strategic Plan
- Understanding of the Badminton Ireland Organisational Structure
- Knowledge of the barriers which people may face from disadvantaged communities



**Salary:** Up to €30,000 Pro Rata - pa DOE  
**Hours:** Up to 37.5 hours per week (flexible & remote)  
**Location:** Remote.

**Additional Badminton Ireland Benefits include:**

- Flexible working arrangements.
- Generous annual leave.

Interested applicants should send an up-to-date CV with a Cover Letter to [cfadian@badmintonireland.com](mailto:cfadian@badmintonireland.com) before the closing date of **5 pm on Monday 31<sup>st</sup> January 2022**.

Please be sure to include **'Application for the position of Activation Officer – Munster Region'** in the subject line of your email. Applications not labelled correctly may fail to be shortlisted.

***Badminton Ireland is an equal opportunities employer***