

Job Description: Sports Executive (Membership & Events)

Table Tennis Ireland (*the Association*) is the National Governing Body for Table Tennis within the 4 individual provinces of Ireland. Table Tennis has demonstrated over the years that it is a sport suitable for all age groups, from juniors to veterans, as well as able bodied and those with a disability. The Association currently has 55 affiliated clubs and works with a further 97 schools. The Association's office is in Irish Sport HQ at the Sport Ireland National Campus. Growing our team, we are looking to appoint a Sports Executive to develop and support our future organisation.

Reporting to General Manager, this role will be a one-year contract initially.

Key responsibilities:

Membership:

- Act as the first point of contact for individual members, provincial branches and affiliated clubs, schools, third level institutions and leagues.
- Be proactive in the recruitment of new individual members and affiliates by promoting the various benefits package which the Association offers. This will involve working closely with our provincial branches and following up on any leads generated.
- Manage and keep up to date our membership database including the annual club, individual, school and third level institution membership renewals.
- Assist with the recruitment and retention of both provincial and county Leagues to make sure they require players to be members of the Association.

Domestic Training & Competition:

- Project manage the domestic training programmes of the Performance, Talent ID, and Para squads, under the guidance of the Performance Manager. This will include managing the booking of venues and monitoring the attendance of players and coaches.
- Support the Domestic Events committee in delivering domestic competitions. This will include managing the bookings of venues, online entries, and any other related administration for each event.
- Prepare and publish the Senior Rankings after each event and ensure that the U21 and Junior rankings are prepared in a timely manner.
- Liaise with the Finance Officer to ensure all domestic training and competitions operate within the agreed annual budget.
- Maintain the Asset Register and the Medal Stock control sheet.

International Competitions:

- Oversee and project manage the International Events plan of the Performance, Development and Para squads. This will include managing the entries, booking of flights and accommodation, and issuing of levies associated with each trip abroad.

- Maintain the Gear Stock control sheet and issue gear as required to players and coaches.
- Liaise with the Finance Officer to ensure all international training and competitions operate within the agreed annual budget.

General:

- Assist with the implementation and further development of Club Development Handbook.
- Liaise with the Communications Executive and provide updates on activities for the TTI website and social media platforms.
- Provide support with the delivery of Participation Programmes (WIS, Para, Schools, Clubs and Veterans) if required.
- Support the General Manager with the submission of grant applications and subsequent reports as and when required.
- Assist the General Manager with the arrangements for the AGM and Annual Awards
- Assist with the review and update of Policies & Procedures as required
- Any other duties which you may be required to carry out from time to time.

Essential competencies:

Excellent communication, presentation, and collaboration skills.

Highly organised; ability to gather information and collate it into actionable steps.

IT literate (Microsoft Office, Online Databases, Website and Social Media).

Desired competencies:

Ability to undertake research or conduct surveys and produce reports on same.

Understanding of GDPR law and best practice.

Enthusiastic. Enjoy helping others. Positive and supportive.

Full unrestricted driver's license with clean driving record as some travel will be required occasionally.