



Job Description: Participation and Inclusion Officer (Ulster)

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 Participation and Inclusion Officer to develop and support our future organisation.

Reporting to General Manager, this role will be a three-year fixed term contract and the position will be based at Lisburn Racquets Club (36 Belfast Road, Lisburn, BT27 4AS). Under the Rank Foundation Employment and Skills Initiative for Sport, we are seeking to appoint a Participation and Inclusion Officer to grow participation in the sport across all age groups and both abled bodied and disabled players. The postholder will receive training and mentor support to ensure that they will be given a range of transferable skills to aid their development.

The role requires good communication, collaboration, organisational skills, along with a working knowledge of Microsoft Office. The post holder will be required to work on their own initiative and as part of the wider TTI team.

Key responsibilities:

- To identify and take forward initiatives which will support an increase in the number of people participating in table tennis in Ulster.
- To identify and take forward initiatives which are inclusive and provide opportunities with a particular focus on facilitating more women, people with disabilities, and those who are socially disadvantaged to participate in the sport of table tennis.
- To co-ordinate the organisation and delivery of activities which will provide opportunities for people of all abilities people (abled bodied and disabled) to play table tennis in Ulster.
- To link with local Councils, Schools, Clubs and other institutions in creating opportunities for increasing the number of people (abled bodied and disabled) participating in table tennis.
- To link with members, affiliated clubs, schools, third level institutions and leagues in Ulster relating to promoting opportunities for people of all abilities people to play table tennis in Ulster.
- To promote and provide updates on TTU participation and inclusion activities via TTU website and other social media platforms.
- In liaison with ITTA, create and maintain an up-to-date database of clubs, schools, leagues, players information for reporting and PR purposes.
- To assist the Treasurer in processing of invoices, maintaining accurate accounting records and preparation of claims.
- Maintain records and draft reports as required in relation to grants received.
- Assist with the review and update of Policies and Procedures as required
- To liaise with other organisations, including Sport Northern Ireland concerning ITTA (Ulster Branch) business as required.
- Any other duties as required from time to time.

Competencies:

Attribute	Essential	Desirable
Qualifications	*5 GCSEs at Grade C or above including Mathematics and English (or equivalent).	**At least 1 A Level (or equivalent). **A third level qualification (or equivalent).
Previous experience	*Demonstrable experience utilizing computer or information systems and Microsoft office	**Interest in the development of sport.
Skills	<p>Ability to be self-motivated, resourceful, work on own initiative in a flexible and co-operative manner.</p> <p>Good organisational skills, numeracy, accuracy and attention to detail.</p> <p>Effective interpersonal, written, and oral communication skills.</p> <p>Be approachable, helpful and friendly</p> <p>Ability to work with and liaise with staff and volunteers effectively.</p>	
Other factors	*Willingness to work out of normal office hours as required (evenings and weekends)	

All posts are made subject to receipt of satisfactory references and Access NI checks.

Please note: Only those applicants who clearly demonstrate relevant achievement, experience, knowledge and understanding of the essential criteria marked * will go forward to the next stage in the recruitment and selection process. The panel reserves the right to enhance criteria to facilitate short-listing.