

Job Description: Sports Executive (Participation & Education)

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 50 affiliated clubs and works with a further 40 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 is a permanent appointment.

Key responsibilities:

Participation:

- ✓ Co-ordinate the delivery of Participation Programmes (Schools, Clubs, WIS, Para, Community groups and Veterans) as specified in the annual Operational Plan and budget.
- ✓ Liaise with our stakeholders on opportunities to introduce and develop table tennis (e.g., Local Sports Partnership network, Councils in Northern Ireland and numerous community groups)
- ✓ Assist with the implementation and further development of Club Development Handbook.

Coach Education:

- ✓ Act as the first point of contact for individual members, provincial branches and affiliated clubs, schools, third level institutions on the coaching pathway.
- ✓ Oversee and project manage the education programmes of the Coaching Committee to deliver the annual Operational Plan and budget.
- ✓ Lead the Coaching Committee and work with our partners in Sport Ireland Coaching and Table Tennis England to deliver coach education.

Umpires & Referees:

- ✓ Act as the first point of contact for individual members, provincial branches and affiliated clubs, schools, third level institutions on the officiating pathway.
- ✓ Oversee and project manage the education programmes of the Officials Committee to deliver the annual Operational Plan and budget.

Anti – Doping:

- ✓ Carry out the duties of the Anti-Doping Officer to ensure compliance with Sport Ireland and Sport NI anti-doping rules.
- ✓ Oversee and project manage anti-doping education workshops and resources to support club administrators, coaches and players to be compliant with anti-doping rules.

Garda Vetting/Access NI:

- ✓ Manage the Garda Vetting process (ROI) and liaise with Table Tennis Ulster on Access NI checks (NI).
- ✓ Ensure that employees, contractors, and volunteers are vetted as required due to the nature of their work.

General:

- ✓ Highlight the tremendous work each volunteer brings to the Association and ensure they feel appreciated for their time and effort.
- ✓ Issue regular communications to volunteers and arrange meetings & inductions as and when required.
- ✓ Maintain the TTI website & provide communication updates (reports, photographs, videos, newsletters) across our social media platforms to members, affiliates and stakeholders.
- ✓ 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 and when 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.*

Why choose Table Tennis Ireland:

- ✓ *To make an impact on Sport throughout the island of Ireland*
- ✓ *Networking and development opportunities across NGB's*
- ✓ *Community voice and reach*
- ✓ *Scope to grow and obtain recognition*
- ✓ *Flexibility, empowerment and autonomy to do great work*

Benefits:

- ✓ Hybrid work option
- ✓ 22 days of annual leave
- ✓ 2 paid company days (Good Friday & Christmas Eve)
- ✓ Sick Leave scheme
- ✓ Pension scheme
- ✓ Professional development and on-going training
- ✓ Discount schemes at the National Aquatic Centre and campus food outlets