



Job Description: Participation and Inclusion Officer (Ulster)

Table Tennis Ireland (TTI) is the National Governing Body for Table Tennis within the 4 I provinces of Ireland. Table Tennis Vision is to make Table tennis 'a sport for all, a sport for life'. It is a sport suitable for all age groups, from juniors to veterans, as well as able bodied and those with a disability. TTI currently has 50 affiliated clubs and works with a further 40 schools. TTIs 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 the sport in Ulster in line with our strategic plan. [Strategic Plan](#)

Role and Reporting:

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. This role reports to the Operational Supervisor, this role will be a two-year fixed term contract and the position will be based at Lisburn Racquets Club (36 Belfast Road, Lisburn, BT27 4AS). 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 TTI /TTU participation and inclusion activities via TTI/TTU website and other social media platforms.
- In liaison with TTI, create and maintain an up-to-date database of clubs, schools, leagues, players information for reporting and PR purposes.
- 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 TTI (Ulster Branch) business as required.
- Applicants should note that these lists are not exhaustive and are subject to change as required and appropriate.

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). Relevant third level qualification in Sports Development or Sports Management TTI or equivalent Coaching Qualification
Previous experience	*Demonstrable experience utilizing computer or information systems and Microsoft office	Interest in the development of sport.
Skills	Ability to be self-motivated, resourceful, work on own initiative in a flexible and cooperative manner. Good organisational skills, numeracy, accuracy and attention to detail. Effective interpersonal, written, and oral communication skills. Be approachable, helpful and friendly. Ability to work with and liaise with staff and volunteers effectively.	
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.

Travel will be a necessary part of the job and access to suitable transportation is a requirement. A car travel allowance (Miles) will be reimbursed under the terms of employment.

Hours per week: 37.7 Hours per week. (Monday to Sunday)

Weekend and evening work will be a requirement of the job when applicable.

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:

Salary commensurate with experience and in line with funding limitations.

Hybrid work option

28 days of annual leave

Sick Leave scheme

Pension scheme

Professional development and on-going training

How to apply

Please send your CV and a covering letter outlining your experience and suitability for the post to manager@tabletennisireland.ie for the attention of John McKenna by no later than 9am on Monday 11th March 2024.

Table Tennis Ireland is an equal opportunity employer, celebrating diversity and championing inclusivity. If you require any reasonable accommodations to assist you in participating in the employee selection process, please simply let us know. We heartily encourage all interested parties to apply.