

Job Description: Sports Executive (Events & Membership)

Table Tennis Ireland (*the Association*) is the National Governing Body for Table Tennis within the 4 individual provinces of Ireland. Table Tennis Ireland's 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. Table Tennis Ireland (TTI) serves as the governing body for Table Tennis in Ireland, dedicated to promoting and developing the sport nationwide. Committed to developing a vibrant table tennis community, TTI aims to enhance participation at all levels while championing inclusivity and diversity within the sport.

Reporting to the CEO, this role is a permanent appointment. This position is based at our head office at the Sport Ireland National Campus in Dublin, Ireland.

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. Management of JustGo (online membership and events system).
- ✓ 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 & Para Managers/committees. 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 Para, U21 and Junior rankings are prepared in a timely manner.
- ✓ Liaise with the Accounts & Administration Assistant to ensure all domestic training and competitions operate within the agreed annual budget.
- ✓ Maintain 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 Clothing Stock control sheet and issue gear clothing as required to players, coaches, and employees.
- ✓ Liaise with the Accounts & Administration Assistant to ensure all international training and competitions operate within the agreed annual budget.

General:

- ✓ 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 submission of grant applications and subsequent reports as and when required.
- ✓ Assist the CEO 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.*

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 from €27,300
- ✓ Hybrid work
- ✓ 22 days of annual leave
- ✓ 2 paid company days (Good Friday & Christmas Eve)
- ✓ Sick Leave scheme
- ✓ Pension scheme
- ✓ Professional development and on-going training

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. We encourage applications from individuals of all backgrounds, including those from disadvantaged communities and underrepresented groups.