



**Job Title: Community and Club Development Officer (Munster Part Time)**

**Organisation:** Table Tennis Ireland

**Location:** HQ is based On Sport Ireland Campus in Dublin, Ireland

**About Table Tennis Ireland:** Table Tennis Ireland (TTI) is the National Governing Body for Table Tennis within the 4 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.

**Job Description:** Table Tennis Ireland is seeking a passionate and dedicated Community and Club Development Officer to join our team. The ideal candidate will drive initiatives aimed at enhancing community engagement, developing table tennis clubs, and promoting equality, diversity, and inclusion in the sport.

Table Tennis Ireland is looking for a candidate who will enjoy working as part of the TTI team but be prepared to work remotely. We are looking for a Development Officer to cover the Munster region (3 days per week). You will need to be flexible with your hours to include evening and weekend work to drive our strategic plan in the region assigned.

**Key Responsibilities:**

**Community Engagement:**

- Develop and implement strategies to engage with local communities and encourage participation in table tennis.
- Establish partnerships with community centres, schools, and other organizations to promote the sport.
- Organize community events, workshops, and outreach programs to raise awareness and interest in table tennis.

**Club Development:**

- Provide support and guidance to table tennis clubs across Ireland to improve their operations and increase membership.



- Assist clubs in organising events, tournaments, and coaching programmes.
- Identify opportunities for club funding and assist in the preparation of grant applications.

#### **Women in Sport Programmes:**

- Develop and implement initiatives to increase female participation in table tennis.
- Organize women-specific events, leagues, and coaching sessions.
- Collaborate closely with local communities to address barriers and challenges faced by women in accessing and participating in the sport.

#### **Disadvantaged Communities:**

- Collaborate with community organisations and local authorities to provide table tennis programmes in disadvantaged areas.
- Advocate for accessible and inclusive facilities to ensure individuals from all backgrounds have the opportunity to engage in the sport.
- Tailor programmes to meet the specific needs and interests of disadvantaged communities.

#### **Equality, Diversity, and Inclusion:**

- Promote equality, diversity, and inclusion within the table tennis community.
- Apply all TTI policies and initiatives to ensure all individuals, regardless of race, gender, age, ability, or background, feel welcome and supported in the sport.
- Assess and provide training and resources to clubs and volunteers on promoting diversity and creating inclusive environments.

#### **Additional Responsibilities:**

- Establish connections with Local Sports Partnerships, local councils, schools, clubs, community groups and other institutions to expand participation.
- Foster relationships with members, affiliated clubs, schools, and leagues to promote opportunities for all individuals.
- Help TTI promote activities and help maintain an up-to-date database of clubs, schools, leagues, and player information for reporting and PR purposes.
- Assist with grant management, including record-keeping and report drafting.
- Support the review and update of Policies and Procedures as required.



#### **Qualifications and Skills:**

- Bachelor's degree in sports development/ management, community development, or a related field (or equivalent experience). \*
- Previous experience in sports community development, sports club management, or administration. \*
- Strong interpersonal and communication skills, with the ability to engage and motivate diverse stakeholders. \*
- Knowledge of women in sport programmes and strategies for promoting gender equality. \*
- Understanding of the challenges faced by disadvantaged communities and experience in implementing targeted initiatives. \*
- Commitment to promoting equality, diversity, and inclusion in sport. \*
- Ability to work independently and as part of a team, with excellent organisational and problem-solving skills. \*
- Flexibility to work evenings and weekends as required. \*

#### **How to Apply:**

Your CV and a cover letter should outline your experience and suitability with reference to the qualifications, experience and skills detailed above.

Please upload through Indeed or e mail your CV and Cover letter to [ceo@tabletennisireland.ie](mailto:ceo@tabletennisireland.ie) no later than 3pm on Monday 6<sup>th</sup> January 2025

All posts are made subject to receipt of satisfactory references and Garda Vetting.

Please note: Only those applicants who clearly demonstrate relevant qualifications, skills, 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 (km/miles) will be reimbursed under the terms of employment.

Hours per week: 20/24 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 from €30,000. Pro Rata
- Hybrid/remote work option
- 22 days of annual leave (pro rata) plus Public Holidays
- Sick Leave scheme
- Company 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.*