



Job Description: Participation and Inclusion Officer (Ulster)

Table Tennis Ireland is the National Governing Body for Table Tennis in 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 masters, 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.

TTI welcomes applications from individuals who like to be part of a team and are happy to throw their shoulder to the wheel as and when required. You will be enthusiastic, hardworking and leave no stone unturned in providing a high-quality service to our members in helping us to grow the sport. If you like the sound of this then we want to hear from you straight away. We recommend that you send us your Cover letter and CV now as we may interview and appoint before the closing date if we find the right candidate, so don't delay.

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 over 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](#)

Position: Participation and Inclusion Officer

Reporting to: TTI Operational Supervisor

Location: Lisburn Racquets Club, 36 Belfast Road, Lisburn, BT27 4AS

Type: Fixed term Contract until 31st March 2026 with possible extension of one year to be confirmed in January 2026. This Role can be offered as a Full Time or a Part time position if it means getting the right candidate for the job.

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 will be a fixed term contract until 31st March 2026 . The postholder will receive training and mentor support to ensure that they will be given a range of transferable skills to aid their development. At the moment funding is available until the 31st March 2026 at which point we are hopeful that we will be able to extend the contract to 31st March 2027. (Conditional on securing additional funding for the post to be confirmed January 2026)

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 participation and inclusion activities via 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 TTI or equivalent Coaching Qualification
Previous experience	*Demonstrable experience utilising 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 cooperative 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.

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 £23,000 to £24,000 per annum (Pro rata if PT) depending on experience
- 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

Please note: Only those applicants who clearly demonstrate relevant achievement, experience, knowledge and understanding of the essential criteria 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 from time to time and access to suitable transportation is a requirement. A car travel allowance (MLs) will be reimbursed under the terms of employment.

Hours per week: 37.5 Hours per week. (Monday to Sunday)

Weekend and evening work will be a requirement of the job from time to time.

How to apply

Please send in a Cover letter and CV evidencing how your skills and experience meet the key responsibilities and key competencies above. CVs without a cover letter will not be accepted.

Please e mail all CVs and cover letters to admin@tabletennisireland.ie

Or Please upload through Indeed (see link below) your CV and a covering letter outlining your experience and suitability for the post.

Closing date is Friday 22nd August 2025

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