



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 enjoy working as part of a team and are ready to step up whenever needed. We're looking for enthusiastic, hardworking people who take pride in delivering a high-quality service to our members and who are committed to helping us grow the sport. If this sounds like you, we'd love to hear from you. We encourage early applications, as we may interview and appoint before the closing date if we identify the right candidate. Please submit your cover letter and CV as soon as possible.

Table Tennis 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, Table Tennis Ulster

Reporting to: Table Tennis Ulster (TTU) Operational Supervisor

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

Type: Fixed term contract until 1st March 2027 with possibility of extension, subject to funding. This role is offered as a Part-time position – 16 hours per week.

Role and Reporting:

Table Tennis Ireland are seeking to appoint a Participation and Inclusion Officer to grow participation in the sport across all age groups and both able bodied and disabled players. This role will be a fixed term contract until 31st March 2027. Currently funding is available until 31st March 2027 and extension of the contract beyond March 2027 is conditional on securing funding.

The role requires strong communication, collaboration, and organisational skills, along with a good working knowledge of Microsoft Office. The successful candidate will be able to work independently, using their own initiative, while also contributing effectively as part of the wider TTI team.

Key responsibilities:

- To identify, develop, and implement initiatives that will increase participation in table tennis across 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 (able-bodied and disabled) to play table tennis in Ulster.
- Supporting the TTU Operational Supervisor in linking with local Councils, Leagues, Clubs, and other institutions to create opportunities for increasing the number of people (able-bodied and disabled) participating in table tennis.
- To deliver activities for targeted groups which support the development of table tennis in Ulster
- Supporting the TTU Operational Supervisor in identifying and undertaking submission of applications for additional funding opportunities that will support the delivery of table tennis activities.
- To work with the TTU Social Communication Lead 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.
- To assist in the promotion and delivery of opportunities for table tennis within schools in Ulster. This includes working in particular with the TTU Schools Team in the co-ordination and organisation of schools events and competitions including communication with primary and secondary schools related to events.
- 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 this list is not exhaustive and maybe are subject to change as required and appropriate.

Competencies:

Attribute	Essential	Desirable
Qualifications	*Diploma or Degree in sports development, or delivery or community development, or sports management or equivalent experience. *Experience of organising and delivering sports development programmes	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	<p>*Willingness to work out of normal office hours as required (evenings and weekends)</p> <p>*Willingness to undertake CPD training in Table Tennis delivery e.g. Activator course)</p>

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 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: 16 hours per week. (Monday to Sunday)

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

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 £28,701 per annum (Pro rata to P/T hours)
- Hybrid work option
- 22 days of annual leave – pro rata to hours worked)
- Statutory Holiday Days
- Sick Leave scheme
- Pension scheme
- Professional development and on-going training

How to apply

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

Please email your CV and cover letter to admin@tabletennisireland.ie

Alternatively upload your CV and Cover Letter through Indeed (see link below) outlining your experience and suitability for the post.

[Link to indeed](#)

Closing date is Monday 9th March 12pm Noon.

Table Tennis Ireland is an equal opportunity employer, celebrating diversity and championing inclusivity. If you require any reasonable accommodation 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.