

Job Description

Community and Club Development Officer (CCDO) – Full Time

Organisation: Table Tennis Ireland

In Partnership With: Meath Sports Partnership & Meath County Council

Funding: Jointly funded role, with additional programme contributions supporting delivery in Cavan and Louth

Contract Type: Full-Time for 8 months renewal subject to further funding.

Location:

- Primary base: Meath Sports Partnership HQ, Navan
- A minimum of 50% of the role will be delivered in County Meath
- Programme delivery will also take place in Cavan and Louth
- The successful candidate must be based in or around the Meath area

About Table Tennis Ireland

Table Tennis Ireland (TTI) is the National Governing Body for Table Tennis across the four provinces of Ireland. Our vision is to make table tennis “*a sport for all, a sport for life*”. The sport is accessible and inclusive, suitable for all ages and abilities, including people with disabilities.

TTI is committed to growing participation, strengthening clubs, and delivering inclusive, community-focused programmes in partnership with Local Sports Partnerships, local authorities, and community organisations.

Role Purpose

Table Tennis Ireland is seeking a passionate and motivated Community and Club Development Officer to deliver participation, inclusion and club development programmes primarily across County Meath, with additional programme delivery in Cavan and Louth.

This is a full-time, field-based development role, working closely with Meath Sports Partnership, Meath County Council, Table Tennis Ireland staff, clubs, schools, and community partners.

The role requires flexibility, including evening and weekend work, and the ability to work independently while remaining connected to the wider TTI team.

Key Responsibilities

Community Engagement

- Develop and deliver community-based table tennis programmes primarily in Meath, with targeted initiatives in Cavan and Louth
- Build and maintain strong partnerships with community centres, schools, disability services and local organisations
- Organise and deliver outreach activities, events and participation programmes to introduce new audiences to table tennis

Club Development

- Support existing and emerging clubs to improve sustainability, membership growth and programme delivery
- Assist clubs with organising events, leagues and coaching activities
- Identify funding opportunities and support clubs with grant applications

Women in Sport

- Design and deliver initiatives that increase female participation in table tennis
- Organise women-focused coaching sessions, events and social play opportunities
- Address barriers to participation in partnership with local communities

Disadvantaged Communities

- Deliver inclusive programmes in disadvantaged and under-represented communities
- Work with local authorities and community organisations to improve access to participation
- Adapt programmes to meet local needs and ensure accessibility

Equality, Diversity & Inclusion

- Champion equality, diversity and inclusion across all programmes
- Apply and promote all Table Tennis Ireland safeguarding, EDI and governance policies
- Support clubs and volunteers through training and guidance on inclusive practice

Additional Responsibilities

- Strengthen collaboration between Table Tennis Ireland, Meath Sports Partnership, Cavan and Louth Local Sports Partnerships and community partners
- Maintain accurate participation, monitoring and evaluation data for reporting purposes
- Support grant management, record-keeping and reporting
- Assist with the review and implementation of relevant TTI policies and procedures
- Support the promotion and communication of programmes and opportunities

Qualifications & Skills (*Essential*)

- Degree or equivalent in sports development, community development, sport management or equivalent experience *
- Experience delivering community or club-based sports programmes *
- Strong stakeholder engagement and communication skills *
- Knowledge of Women in Sport and inclusive participation initiatives *
- Experience working with disadvantaged or under-represented communities *
- Strong organisational and time-management skills *
- Ability to work independently and as part of a team *
- Flexibility to work evenings and weekends *

Additional Requirements

- Must be based in or close to County Meath
- Access to own transport and willingness to travel across Meath, Cavan and Louth (essential)
- Garda Vetting required
- Satisfactory references required

Mileage and travel expenses will be reimbursed in line with organisational policy.

Hours & Conditions

- Full-Time role (37.5 hours per week)
- Flexible working pattern including evenings and weekends as required

Salary & Benefits

- Salary €30,000
- Hybrid and flexible working arrangements
- 22 days annual leave plus public holidays
- Sick leave scheme
- Company pension scheme after 2 years
- Ongoing professional development and training

Why Work With Table Tennis Ireland?

- Make a meaningful impact on community sport across the region
- Work in partnership with Local Sports Partnerships and local authorities
- Shape inclusive, evidence-led participation programmes
- Flexible, supportive working environment with autonomy and responsibility

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 admin@tabletennisireland.ie no later than 3pm on Monday 16th February 2026

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 (kms) 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 when applicable.

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.