

Job Description

Job Title:	NIJF Club and Workforce Officer
Responsible to:	NI Judo Federation Executive Committee
Contract Duration:	Fixed Term Contract to 31 st March 2021, reviewed annually and may be extended subject to funding
Responsible for:	Implementation of plan for development of regional workforce (i.e. coaches, volunteers & officials) and club membership
Hours of work:	40 hours per week, may include evening and weekends
Salary:	£28,000 per annum + Expenses
Location:	Home or office based at NIJF Office, House of Sport, Belfast.

Key Objectives

The Club and Workforce Officer (CWO) is a newly created position within the NIJF, which has been introduced via funding received from Sport Northern Ireland's Sporting Clubs Investment Programme. The Club and Workforce Officer will form an integral part of the sport development team within the NI Judo Federation. The Club and Workforce Officer (CWO) will be responsible for delivering and evaluating the development plan for NIJF club membership, club development and workforce development. The CWO will facilitate and coordinate opportunities through clubs, events, coaching and volunteering activities, across all ages and abilities, sustaining increased participation in Judo.

Additionally, there will be the wider engagement of and establishing strong working relationships with regional representatives, local authorities and other partners to support the implementation of the strategic plan.

Details

Reporting to the NIJF Executive Committee on a calendar month basis, the CWO will work within the guidelines established by the NIJF Executive Committee. The CWO would be expected to establish, develop and maintain relationships with the key members and coaches from clubs within Northern Ireland.

CWO Responsibilities

Increase Club Membership & Participation

Sustaining increases in NI Judo membership in Northern Ireland to an agreed set of targets.

Club Support & Development

Assist with the development of new/ and newly formed clubs in the NIJF by becoming initial point of contact to provide guidance.
Development of best practice club development model, including development of NIJF/ClubmarkNI
Liaise with all Judo clubs on the implementation of best practice development model.
Planning, organising and hosting club development workshops incorporating inclusiveness training.
Developing and supporting coach development in line with agreed targets
Workforce development in line with agreed targets

Courtesy

Courage

Friendship

Honesty

Honour

Modesty

Respect

Self-Control

Promotion and Development of NI Judo Programmes to and within Judo clubs

Working with NI Judo to promote and encourage participation
 Contact with and promotion of NI Judo clubs.
 Ongoing liaison with clubs in programme introduction, development.
 Identification, recruitment, training and development of coaches, Volunteers and Officials
 Expand and develop NI Judo Programmes and club development section of NI Judo Website.

General Duties

Collaborating and supporting the work of NIJF Executive Committee
 Act as an ambassador for NI Judo Federation and represent the organisation on appropriate occasions.
 Develop relationships with other partners including local authorities, schools and other interest groups that increase the development of Judo in Northern Ireland
 Answer incoming queries from clubs, schools, local authorities and other interest groups in relation to NI Judo Programmes.
 Answer incoming queries from clubs in relation to club structure, development and best practice guidelines.
 Assist in managing all budgetary aspects of the role.
 Produce reports, deal with correspondence and attend relevant meetings.
 Support Officer for ClubmarkNI

Candidates should note that this list does not represent an exhaustive list and is subject to change as the job requires.

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Person Specification

Description

1. Relevant Experience

- Essential**
- Experience and Knowledge of sports development, including club and coach Development.
 - Experience in working in a Sport environment for 3 years of have a relevant Sports Degree.
 - Experience of working with Volunteers.
 - An understanding of legislation relevant to sports organisations to include Child Protection, Health & Safety, Data Protection and Equality.
- Desirable**
- Demonstrable experience of applying and selling innovative and challenging ideas in work or sporting environment .
 - Competent in budget and financial management

2.Special Aptitudes

- Essential**
- Competent in the use of Information Technology
 - Competent computer literacy including email, MS Office, content management systems.
 - Ability to produce clear and concise reports and presentations.
 - Good organisational skills.
 - Experience in making presentations to a target audience

3.General Aptitudes

- Essential**
- Highly proactive with the ability to work with minimal direction
- Desirable**
- Development planning experience and a proven ability to implement programmes.

4. Circumstances

- Essential**
- Ability to work outside of normal working hours
 - Ability to manage multiple projects.
 - Ability to effectively prioritise and plan own workload and remain outcome orientated.
 - Be prepared to undertake relevant job related training.
 - Access to a form of transport that will permit the post holder to meet the requirements of the post in full.

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General information:

The on-going funding for this post is subject to negotiation and to confirmation of funding from Northern Ireland Judo Federation funding partners SportNI.

Interested persons are invited to submit their CV (by email) along with a covering letter outlining why they believe they are suitable for the post to (nijudo@houseofsport.net) by email only. (Subject line:- CWO Role)

Closing date for applications: Mon 28th Aug 2017 at 5pm

Northern Ireland Judo Federation is an equal opportunities employer

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