



## Sports Development Officer - Olympic Handball Ireland

*Fixed Term Contract (12 months)*

### Job Overview

The Sports Development Officer (SDO) will strengthen OHI's capacity to deliver locally led, sustainable physical activity programs aligned with the National Sports Policy and OHI Strategic Plan. The SDO will increase participation, particularly among disadvantaged communities, while fostering partnerships and empowering local leadership in sports.

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### Job Details

- **Location:** Belfast Office
  - **Hours:** 37.5 per week, with flexibility for evenings/weekends (time-in-lieu available).
  - **Contract:** 12 months (6-month probation period).
  - **Salary:** £23,000–£27,000 (dependent on experience).
  - **Start Date:** January 2024
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### Key Responsibilities

- **Planning:**
  - Assist with developing and delivering OHI's Strategic and Operational Plans, aligning initiatives with National Sports Policy.
  - Create an annual work program focusing on inclusive, sustainable participation opportunities.
  - Support regular reviews to assess the impact and effectiveness of programs, ensuring continuous improvement.
- **Community Activation:**
  - Engage with communities to identify needs and develop sports programs tailored to disadvantaged groups.
  - Lead the design and delivery of events, focusing on empowering communities through training and skill-building.
  - Collaborate with local organizations to establish sustainable community sports clubs and initiatives.
  - Provide resources, guidance, and support to volunteers, coaches, and clubs to enhance local sports development.
- **Relationship Building:**
  - Build strong partnerships with local agencies, community groups, and sports clubs to increase participation.
  - Work closely with National Governing Bodies, particularly smaller organizations, to expand access to sports.
- **Research & Evaluation:**

- Conduct baseline assessments of targeted communities and evaluate the success of interventions.
  - Develop a monitoring framework to measure program outcomes and identify areas for improvement.
  - **Financial Management:**
    - Oversee budgets for programs and events, ensuring compliance with OHI's financial policies and funding requirements.
    - Prepare financial reports and maintain accurate records for all activities.
  - **Marketing & PR:**
    - Contribute to the creation of OHI's communications plan, including press releases and promotional campaigns.
    - Actively engage with social media to promote programs and share success stories.
    - Support the preparation of marketing materials for newsletters, websites, and other channels.
  - **Health & Safety:**
    - Ensure all programs meet current health and safety standards.
    - Investigate and report on any incidents, implementing recommendations to improve safety.
  - **Other Duties:**
    - Support the delivery of key events and initiatives aligned with OHI's strategic goals.
    - Undertake additional tasks as required by the Board or Operations Director.
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## Person Specification

### Essential

- Degree in Sports Development, Leisure Management, Health Science, or equivalent.
- Minimum 1-year relevant experience in sports/health/fitness development.
- Proven experience in planning and delivering sports programs.
- Strong IT, organizational, and communication skills.
- Budget management and funding application experience.

### Desirable

- Coaching qualifications or experience leading community sports.
  - Background in education, community development, or sports administration.
  - Familiarity with public sector and community development environments.
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**To apply, send your Cover Letter and CV to Joao Ferreira at [joao@olympichandball.org](mailto:joao@olympichandball.org) by 12 noon, Friday, 29 November 2024. Interviews will take place on Friday, 6 December 2024.**