

JOB DESCRIPTION

JOB TITLE	REPORTS TO	LOCATION	JOB SPECIFIC
Community Sports Club Project Coordinator	National Operations Manager	IWA Clontarf	12 months fixed term contract, 39 hours per week over 7 days

About Irish Wheelchair Association

Irish Wheelchair Association (IWA) has a vision of an Ireland where people with disabilities enjoy equal rights, choices and opportunities in how they live their lives, and where our country is a model worldwide for a truly inclusive society.

IWA is one of Ireland's Top 1000 Companies and with 2,500 staff working in every county in Ireland, we are one of the top 100 largest employers in the country. We provide a wide range of services to over 20,000 members.

IWA-Sport is a recognised and funded Sport Ireland National Governing Body of Sport specifically catering for People with a physical disability.

With the support of Sport Ireland, IWA-Sport has secured funding through the Dormant Accounts Fund to deliver a project that will enable us to grow and support sport and physical activity participation opportunities for people with a physical disability around Ireland.

Overall Purpose of Job

The aim of this initiative is to establish new opportunities for people with a physical disability to participate in sport and physical activity and to support new and existing IWA-Sport Club programmes to develop and ensure sustainability.

Main Duties and Responsibilities

- To increase the number of people with a physical disability participating in sports and physical activity in their communities by establishing and developing new IWA Sports and Physical Activity Clubs to cater for people with a physical disability and their families in each county in Ireland.
- To provide appropriate training to the key volunteer personnel in each Club.
- To build capacity towards enabling the sustainability of each new and existing IWA Sports Club.
- Identify, develop and maintain relationships with key stakeholders that will support us to achieve the objectives of this project including, the SIDO network, CARA, HSE, NGBs & local sports clubs, other disability organisations and services.
- Support the delivery of the IWA-Sport annual programme of events and initiatives.

- To work closely with the existing IWA-Sport team and to support the organisation in achieving its strategic objectives.
- Perform ad hoc duties as required.

The post holder must be available to work over 7 days to include evenings and weekends as required.

PERSON SPECIFICATION

Training, experience and qualifications

- A degree level qualification in the sports, health, or physical activity field and / or experience in the sector
- Knowledge of sports and / or disability would be an advantage
- A full clean driving license is required and use of personal transport for work related purposes may be required.

Knowledge and Skills

- Strong planning, organisational skills, and an ability to work independently and on own initiative.
- Strong communication and presentation skills, including competency in written communication.
- Proficient in Microsoft Office and IT skills.
- The ability to work to deadlines in terms of the delivery of projects at the agreed time in addition to the submission of all reports.

Behaviours

- Ability to work independently and as part of a team
- Excellent interpersonal skills, articulate and assertive
- Honest, reliable and flexible
- Willness to work flexible hours and travel will be required (As sport by its very nature takes place outside of normal business hours you will be expected to work evenings and / or weekends and attend a number of national events and activities as requested).

Remuneration & Benefits

- Salary on offer is €34,350 per annum
- Excellent working conditions
- A commitment to the ongoing training and development of all employees
- Annual leave as deemed by the Department of Social Welfare guidelines
- Sick leave as deemed by the Department of Social Welfare guidelines

This job description is a guide to the general range of duties and is not intended to be either restrictive or definitive and may be subject to periodic review.

IWA is an equal opportunities employer.