

JOB DESCRIPTION

JOB TITLE	Community Sports Club Project Coordinator
REPORTS TO	National Operations Manager
LOCATION	Irish Wheelchair Association, Clontarf, Dublin 3
JOB SPECIFIC	Full Time, Fixed Term contract.
Salary	€35,354 (pro rata over 12 months)
Contract length	9 months

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.

Job Summary

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.

Duties & Responsibilities

The role of the Community Sports Club Coordinator will be;

- 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.
- Ensure that your responsibilities to safeguard children and adults from abuse or harm is a core aspect of your role and that IWA's Safeguarding Policies and Procedures are followed.
- Perform ad hoc duties as required.

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.
- Honest, reliable and flexible.

Availability

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

Reporting to

- The post holder will report to the National Operations Manager.

Transport

- A full clean driving license is required and use of personal transport for work related purposes may be required.

Base location

The post holder will be based in at the Irish Wheelchair Association, Blackheath Drive, Clontarf, Dublin 3.

Remuneration & Benefits

- Salary - €34,350 (pro rata over 12 months)
- Excellent working conditions.
- Training & Development opportunities.
- 24 days annual leave.
- Access to the Employee Assistance Programme.

Closing date for applications

- 5pm Tuesday June 18th
- (interviews will be held week commencing 24th June 2019).

To apply follow this link and upload a CV and cover letter <https://my.hirehive.io/irish-wheelchair-association/jobs/46108/community-sports-club-project-coordinator>

For any queries please contact the IWA Recruitment Team on 01 805 5402 or email jobs@iwa.ie

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.