

Northern Ireland Judo Federation - Job Description

Judo Enhancement Officer



Main Role:

- To assist the Northern Ireland Judo Federation in their mission and long-term targets, to create more opportunities for all members of the community across Northern Ireland to access and participate in Judo and enjoy the benefits it offers.
- To be pro-active in the recruitment of new participants in the sport and assist in the retention of all players through the development of themselves and their coaches. This also includes increasing additional membership benefits.
- To create areas of opportunity to showcase and promote Judo as well as setting the infrastructure in place to allow for continued involvement in Judo as participants.
- To report on a scheduled program on the impact and participation levels through opportunities created and the development activity they have in place.

Tasks Involved:

- Liaise with agencies, councils, and various bodies to initiate the creation of new Judo clubs in geographical areas and ensure the marketing elements for advertising, compliance and coaching teams are in place before commencement.
- Visit Federation affiliated clubs to discuss development, conduct audits of member numbers and compliance, report on the capabilities of the club and provide a connection from the club to the Federation team as well as explore areas of development assistance.
- Arrange and facilitate (with outside support and through partner sourcing), relevant opportunities for coaches and members to follow continuous professional development.
- Liaise with the Federation Board and the Commercial Manager to be involved in the strategic rollout of plans and provide both administration and operational assistance.
- Provide regular reporting documents alongside developmental concepts to the Commercial Manager and the Federation Board of Directors.
- All other reasonable requests required by the Board or Line Management.

The Person, Time, and Location:

- Although, this is not a mandatory requirement, ideally the candidate will have an understanding of the compliance / administration and implementation involved in running a sporting club.
- The contract will be for 37.5 hours per week and initially the position will involve remote working, evening and weekend work and travel to clubs and potential new locations for club creation.
- This will be an entry level position within the Federation.

Support and Training:

- The Judo Enhancement Officer will receive initial support from their Line Manager and the NIJF Board of Directors. This will include in-house training on systems and procedures.
- A variety of relevant training courses from external providers will be available throughout the year and will be offered to the Judo Enhancement Officer.

Salary, Expenses and Equipment:

- The starting salary will be £21,000 with a view to increase based on performance. The contract of employment will be fixed for 3 years with a review to extend
- A laptop and mobile phone will be provided
- The Judo Enhancement Officer will be assisted with costs that must be pre-agreed by their Line Manager. Relevant expense forms must be sent to admin@nijudo.com

Vetting:

- Due to the nature of this role and working with children the Judo Enhancement Officer will need to have an in-date DBS / enhanced AccessNI check, relevant safeguarding training and a valid NIJF Judo license (we will provide access to these).
- The person will also need a clean driving license (with no pending prosecutions) and access to their own means of transport

NOTE:

The above job description can and maybe changed, if deemed necessary to facilitate the ongoing development of the NIJF Mission and Vision in line with the NIJF's Board of Directors strategy.