**JOB DESCRIPTION**

**Job Title:** Badminton Participation Officer

**Office:** Badminton Office, National Badminton Centre, 36 Belfast Road, Lisburn BT27 4AS

**Hours:** 37.5 hours per week.

**Salary:** £20,000

**Funding:** The post is funded by Department for Communities ‘Start Here’ programme,

 delivered by the Rank Foundation.

**Duration:** Fixed Term until March 2025- Should further funding be confirmed, the contract for this post may be extended.

**Reporting to:** The Ulster Branch Badminton Union of Ireland (UBBUI) through appointed Line Manager.

**Job purpose:** The Post Holder will support delivery of key areas of the Ulster Badminton Strategic Plan (2016-2022) in relation to supporting the Ulster Badminton Schools Programme, Good Relations Programme & Club Development.

 They will be responsible for assisting with the design, implementing & Administration duties within the programmes to increased participation & Life long involvement in Badminton, increasing membership, specifically females, providing coaching/playing opportunities for people with Disability & social disadvantaged target groups within Ulster

 The programme manager will continue to have the strategic lead for more overarching matters that involve the development of the above programmes and its future direction in line with the upcoming 2023-28 Strategy.

**Specific Responsibilities**

* To lead & Manage the Schools & Community Programmes including the Good Relation Programme, specifically:
* School Programme Timetabling- Communicating with schools to arrange coaching sessions within the Ulster Badminton Festival to Clubs Schools Programme.
* Community Project Timetabling- Working with Local Leisure Centres/ Facilities centre staff to organize summer scheme coaching programme/s & Community projects.
* Coach Communication and Allocation- Identifying were coaching support is required and Regular communication with project coaches for successful delivery of the project inline with the project Timetable.
* Data Capture- Responsible for ensuring all participant data is recorded along with Engagement/Satisfaction & Evaluation Forms, keeping records up to date at the end of each quarter.
* To help monitor and evaluate the effectiveness of the programme against agreed targets
* To support the Club & Schools Officer to implement the Operational Plan for Club Development, Ulster Schools Programme, Good Relations Programme and Volunteer/Workforce Development within Ulster Badminton.
* To support the Club & Schools Officer in Data Information, including Club & Membership Database, Workforce Database & Volunteer Database
* Creation of School to Club Links- To support the work of Ulster Badminton in connecting school pupils/ Community participants to local clubs and liaising with club personnel on numbers attending club sessions

**General Responsibilities**

* To attend staff meetings as required.
* To attend appropriate meetings as directed by appointed Line Manager.
* To attend training courses as required by Ulster Badminton.
* Any other duties that may reasonably be undertaken in the pursuit of the overall objectives of the role, as deemed appropriate by Line Management.

**PERSONAL SPECIFICATION**

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| **Personal Specification** | **Description** |
| **1.** | **Qualifications** |
| Essential: | * 1. – Minimum of 3 A Levels or Above
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| Desirable:  | A degree which can be proven relevant to the post |
| **2.** | **Experience** |
| Essential: | * 1. – Previous administration and/or coaching experience within a Leisure, Council, Club, School or Community Environment
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| Desirable:  | 1 years coaching/Volunteering within a club, school or community environmentPrevious experience of working in an advisory, customer service, teaching, marketing or sales environment  |
| **3.** | **Knowledge & Understanding**  |
| Essential: | 3.1- A thorough knowledge of the role of physical activity in the promotion of an active lifestyle and the importance of physical activity for health and wellbeing. 3.2- Knowledge of Programme monitoring & evaluations. 3.3 Relevant knowledge of the Sports, Education and or Community Sector including organisation structures and remits of National Governing Bodies3.4- Knowledge of IT including working with databases, spreadsheets, word processing and presentation packages. |
| Desirable: | Understanding of Ulster Badminton’s role in the development of Badminton within Ulster. |
| **4.** | **Special Aptitudes** |
| Essential: | 4.1- Highly motivated with the ability to work on own initiative4.2- Ability to work unsupervised4.4- Good administrative skills4.5- Effective communication and interpersonal skills4.6- The ability to work to an agreed action plan4.7- Strong planning and organisational skills, including time management, prioritising work load and decision making |
| **5.** | **Circumstances**  |
| Essential: | 5.1- Ability to work 37.5 hours per week5.2- Ability to work outside normal working hours, including evenings and weekends as required, for the effective performance of the duties of the post.5.3- Access to a form of transport that will permit completion of the duties of the post as specified in the job description5.4- Available and willing to undertake training necessary for the post |

**Please Note:**

\* Only those applicants who clearly demonstrate relevant achievement, experience, knowledge and understanding of essential criteria **1.1, 2.1, & 4.1** will go forward to the next stage in the recruitment and selection process.

All other essential and desirable criteria will be assessed by selection test and/or interview.