

Ulster Branch Tennis Ireland

Post Title:	Club Development Officer
Reports To:	Director of Performance
Salary:	£15,000 per annum
Hours:	20hrs per week
Contract Duration:	Fixed term initially from Sept 2009 to March 2011. Possibility that contract will be extended subject to funding.
Based at:	House of Sport, Upper Malone Road, Belfast

Job Purpose

To work with key partners to improve Tennis, by developing a network of new and existing, quality, child friendly sports clubs.

Main Areas of Responsibility

1. To work with key partners to undertake and audit existing clubs and identify development priorities.
2. Based on the audit findings develop a Tennis Club Development Plan, which addresses the needs of clubs.
3. To develop and produce a range of Club Development templates and resources that will support tennis clubs, focusing on key issues including, child protection, equity, club development, coach education.
4. Develop a Coach Education Action Plan addressing the training needs of volunteers within the sport.
5. To develop and implement a Tennis Club Accreditation Scheme in line with Sport Northern Ireland minimum standards and recommendations.
6. To develop and implement a recognition scheme for clubs in line with Sport Northern Ireland minimum standards and recommendations.
7. Co-ordinate the production of a range of promotional materials to support club development in Northern Ireland.

8. Design club programmes that will support the development of school to club links.
9. Provide funding and advice and support to clubs.
10. To work with Ulster Branch Tennis Ireland to achieve the Equity Standard for Sport.
11. Ensure that all clubs adopt and implement equity and child protection policies and principles.
12. Assist with the management of the project budget in accordance with Ulster Branch Tennis Ireland financial policies and procedures.
13. Monitor, evaluate and review the Club Development Programme.
14. Prepare written and oral reports and presentations as necessary relating to the post.
15. To carry out any other duties that, from time to time, may reasonably be undertaken in the pursuit of the post's overall objectives.

This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of the changing needs of the organisation.

Closing Date:

Closing date for receipt of applications is 4pm on 3rd July 2009.

Interview Date:

It is proposed that interviews for the post will be held on the 21st July 2009 between 9am and 1.00pm at the House of Sport Belfast.

ULSTER BRANCH TENNIS IRELAND

CLUB DEVELOPMENT OFFICER

PERSONNEL SPECIFICATION

Attribute	Essential	Desirable
Educational & Professional Qualifications	*A degree or equivalent 3 rd level qualification.	**A degree or equivalent 3 rd level qualification in a sport related discipline. **Tennis Ireland Level 1 coaching qualification or equivalent.
Previous Experience	*2 years full time experience (or part time equivalent) of working within a sporting environment in either a paid or voluntary capacity. *Demonstrable experience of designing and implementing development plans. *Demonstrable experience of working with key sporting partners, clubs, coaches, officials and volunteers. *Demonstrable experience of managing resources and budgets.	Demonstrable experience of designing and implementing sport development plans.
Knowledge	Have an understanding of Club Accreditation Schemes. Knowledge of the principles of sports development. Demonstrate a sound understanding of the structure and strategy of Tennis in Ireland.	Knowledge of key policy drivers from Central Government/ Sport NI.
Skills	Excellent interpersonal, communication and presentation skills.	Experience of website updating.

	<p>Sound organisational and planning skills.</p> <p>Ability to motivate enthusiasm amongst volunteers.</p> <p>Ability to work as part of a team and on own initiative.</p> <p>Excellent IT skills and a thorough knowledge of Microsoft Office (i.e. Word, Excel and Powerpoint).</p>	
Circumstances	<p>*Willingness to work unsocial hours including evenings & weekends and occasional public holidays as required.</p> <p>*Willingness to undertake travel including overnight stays.</p> <p>*Have access to a form of transport that will permit the post-holder to meet the requirements of the post in full.</p>	

NOTE

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

The Panel have the right to enhance the criteria to facilitate shortlisting.

Appointments are made subject to the receipt of satisfactory references and appropriate police checks (currently undertaken by ACCESS NI).

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