

JOB DESCRIPTION

- POSITION:** Competition Officer (Wheelchair Basketball)
- LOCATION:** Disability Sport NI, Airport Road West, Belfast (with flexible home-based working, with attendance required at weekend league game days and other relevant meetings and events.)
- REPORTS TO:** Development Officer (Wheelchair Basketball)
- SALARY:** NJC Pay Scale 6 Points 18 - 22 (£31,537 – £33,699 Under Review). £6,307 - £6,740 per annum pro-rata for a 7.5 hour week.
- HOURS:** Part-time 7.5 hours per week.
- DURATION:** 12-month fixed term contract with the possibility of a 4-year extension subject to funding.

Background Information:

Disability Sport NI is the main disability sports charity in Northern Ireland working to improve the health and wellbeing of disabled people through sport and active recreation.

We believe that every disabled person has the right to participate in all aspects of life and are committed to building a more inclusive society where disabled people have the same opportunity as non-disabled people to lead a full, active and healthy lifestyle through sport and active recreation.

We work with people with physical, sensory and learning disabilities of all ages, and with schools, disability groups, sports clubs and District Councils to ensure that everyone can experience the social and health benefits of sport and active recreation.

We also work closely with Sport Northern Ireland and Governing Bodies of Sport to ensure that talented disabled sports people have the same opportunity as their non-disabled peers to train, compete and excel in their chosen sport on the world stage. This includes managing the development of the Paralympic sports of Boccia and Wheelchair Basketball in Northern Ireland.

From our experience over the last 20-years we know that participation in sport and active recreation can and does improve the health and wellbeing of disabled people, so we aim each year to extend the benefits of our work to more disabled people in every area of Northern Ireland.

Further information on the work of Disability Sport NI is available at www.dsni.co.uk

Job Purpose:

The post holder will be responsible for the organisation of wheelchair basketball competitions in Northern Ireland. The role will focus on fixture planning, competition administration, event day coordination, communication with clubs and officials, and results reporting to ensure the smooth and effective delivery of domestic competition activity.

Main duties and responsibilities:

1. Competition Planning and Administration

Competition Coordination: To organise and coordinate domestic wheelchair basketball competitions in Northern Ireland.

Fixtures and Scheduling: To prepare fixtures, schedules and event plans in consultation with clubs and relevant stakeholders.

Competition Administration: To manage competition entries, records, league tables and results accurately and in a timely manner.

Liaison and Communication: To liaise with clubs, officials, venues and relevant staff to support the smooth delivery of competition activity.

Information Sharing and Promotion: To communicate competition information, updates and results clearly and promptly, including supporting the timely updating of relevant social media channels.

Reporting: To collate and report relevant competition data and information.

Policies and Procedures: To ensure competition activity is delivered in line with Disability Sport NI's safeguarding, equality, health and safety, and data protection policies and procedures.

General Duties: To attend relevant meetings and undertake other duties appropriate to the post.

2. Other Duties and Responsibilities

Health & Safety: To ensure all activities and events are organised safely in line with Disability Sport NI's health and safety policies and procedures.

Training and Events: To support the organisation and delivery of Disability Sport NI's training and events programmes.

Other: To carry out any other duties commensurate with the grade and level of responsibility of the post.