



JOB DESCRIPTION

- Position:** Active Club Co-Ordinator – People with Physical Disabilities
- Location:** Disability Sport NI, Airport Road West, Belfast
- Reports To:** Performance Sport Manager
- SALARY:** £13,840 (20 hours per week)
(Salary Scale NJC Point 29 – 31 £25,951 - £27,668 pro rata)
- HOURS:** 20 hours per week – Job Share. Hours of work will be those necessary to carry out the full responsibilities of the post, some of which may be in the evening and/or weekends. Time-off-in-lieu will be allowed in respect of working evenings and weekends.
- DURATION:** Fixed Term Contract to 30 November 2018 (subject to funding with the possibility of extension until March 2019)

Background Information:

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

We work with people with physical, sensory and learning disabilities of all ages and with schools, disability groups, sporting organisations and clubs to ensure that everyone can benefit from sport and active recreation.

We believe that every person with a disability has the right to participate in all aspects of life and are committed to building a more inclusive society where people with disabilities have an equal opportunity to lead a full, active and healthy lifestyle through 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.

At the heart of who we are is the belief that participation in sport and active recreation at any level is a positive and transformational experience.

We understand the positive impact of sport and active recreation because every day we see how our work changes the lives of people with disabilities for the better.

Last year our programmes benefitted over 10,000 children, young people and adults across Northern Ireland, but looking to the future we know we can do more.

Job Purpose:

The Active Club Co-Ordinator will be responsible for the development, implementation and management of programmes and initiatives aimed at increasing participation opportunities in mainstream and disability sports clubs for People with physical disabilities, with particular emphasis on the development of wheelchair basketball clubs. The post holder will also work closely with sports clubs to develop a range of training, education and capacity building opportunities for coaches and volunteers.

Main Duties and Responsibilities

- To support and encourage the inclusion of people with physical disabilities in mainstream and disability sports clubs.
- To initiate and support the development of new sports clubs aimed specifically at people with physical disabilities.
- To support and facilitate the development of Disability Sport NI member groups and clubs.
- To implement club development plans for the sport of Wheelchair Basketball in Northern Ireland.
- To plan and coordinate a programme of training, education and learning opportunities for club coaches and volunteers, to include the organisation of workshops and seminars.
- To support the delivery of the programme by developing and maintaining partnerships with a range of key stakeholders including sports clubs, schools and adult centres, disability organisations, Governing Bodies of Sport, Local Authorities and Health Trusts.
- To ensure effective monitoring, evaluation of the programme against pre-determined project key performance indicators.
- To effectively manage the programme budget.

Safeguarding

- To ensure that all sessions take place in a safe and appropriate manner in line with Disability Sport NI's policies and procedures designed to protect the welfare of children and vulnerable adults.

Other Responsibilities

- To undertake training as required by Disability Sport NI.
- To carry out any other duties commensurate with the grade and level of responsibility of the post.