

## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	<b>Performance Pathways Manager</b>
<b>LOCATION:</b>	Based at Disability Sport NI's Office, Portside Business Park, 189 Airport Road West, Belfast (with hybrid working).
<b>REPORTS TO:</b>	Chief Executive Officer
<b>SALARY:</b>	NJC Pay Scale Points 29-35 (£38,626 – £44,711) – starting point negotiable based on skills and experience.
<b>HOURS:</b>	37.5 hours per week. 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.
<b>DURATION:</b>	12 month Fixed Term Contract – Maternity Cover

### **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. The activities of our Performance Pathways Manager are critically important in helping our charity achieve this aim.

Further information on the work of Disability Sport NI is available at [www.dsni.co.uk](http://www.dsni.co.uk)

### **Job Purpose:**

The post holder will be responsible for leading and managing the charity's performance sport programmes, designed to enable and support disabled players and athletes to achieve higher levels of performance in their sport.

This will involve three key areas of work and the management of a small team of staff as explained below:

- 1. Inclusive Player Pathways:** The management and implementation of inclusion initiatives designed to encourage and support Governing Bodies of Sport to develop player pathways, coach education programmes and clubs which are more inclusive of disabled people.

### **Main Duties and Responsibilities:**

- To develop and maintain positive working relationships and partnerships with key Northern Ireland/Ulster Governing Bodies of Sport.
- To manage the development and implementation of a series of inclusion initiatives including Disability Sport NI's 'Inclusive Sport Award' and 'Inclusive Club Award'.
- In partnership with Governing Bodies of Sport and clubs to manage the development and implementation of talent identification, competition, training, coach education and volunteer initiatives which support the inclusion of disabled people in sport.
- To maintain and disseminate information and training on the classification of athletes within disability sport.

- To lead the development and hosting of major disability sports competitions in Northern Ireland.
- To manage and support the work of the Inclusive Pathways Officer.

**2. Boccia Player Pathway:** The management and implementation of a strategic plan for the Paralympic sport of boccia in Northern Ireland which further develops the network of local clubs and supports local talented players to compete and excel nationally and internationally.

### **Main Duties and Responsibilities:**

- To oversee and manage the implementation of the Northern Ireland Boccia programme, to include competitions and leagues, performance programmes and coach education and training initiatives.
- To oversee and lead the development of a network of boccia clubs in Northern Ireland.
- To oversee and lead the development of a network of volunteers, coaches and officials for the sport of boccia in Northern Ireland.
- To manage and support the work of the Boccia Performance Pathway Officer.
- In liaison with the Finance and Governance Manager to manage the budget for the programme to include the preparation of an annual budget and quarterly budgeted and actual claims.
- In liaison with the Chief Executive and the Finance and Governance Manager to prepare funding applications to Sport NI and other funders to enable and support the delivery of the programme.
- To represent Disability Sport NI on the Board of Boccia UK and where relevant its sub committees.

**3. Wheelchair Basketball Player Pathway:** The management and implementation of a strategic plan for the Paralympic sport of wheelchair basketball in Northern Ireland which further develops the network of local clubs and supports local talented players to compete and excel nationally and internationally

### **Main Duties and Responsibilities:**

- To oversee and manage the implementation of the Northern Ireland wheelchair basketball programme, to include competitions and leagues, performance programmes and coach education and training initiatives.
- To oversee and lead the development of a network of wheelchair basketball clubs in Northern Ireland.
- To oversee and lead the development of a network of volunteers, coaches and officials for the sport of wheelchair basketball in Northern Ireland.
- To manage and support the work of the Wheelchair Basketball Performance Officer and Wheelchair Basketball Development Officer.
- In liaison with the Finance and Governance Manager to manage the budget for the programme to include the preparation of an annual budget and quarterly budgeted and actual claims.
- In liaison with the Chief Executive and the Finance and Governance Manager to prepare funding applications to Sport NI and other funders to enable and support the delivery of the programme.
- To develop and maintain positive working relationships with British Wheelchair Basketball (BWB) and to represent Disability Sport NI on relevant working groups and committees.

### **4. Other Duties and Responsibilities**

- To lead and manage Disability Sport NI's Safeguarding policies and procedures.
- To support the management of Disability Sport NI's volunteer database.
- To support the development and delivery of Disability Sport NI's training and coach education programme.
- To develop and maintain positive relationships with key UK and Irish performance sports organisations, to include representing the charity on the National Paralympic Committee (NPC) of The British Paralympic Association.

- 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.