



- Position:** Assistant Sports Development Officer
- Location:** Disability Sport NI, Airport Road West, Belfast
- Reports To:** Community Sports Development Officer
- Salary:** National Minimum Wage
- Hours:** 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.
- Duration:** Fixed Term for one year – (September 2017 – August 2018)

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 post holder will be responsible for assisting the Community Sports Development Officer with the delivery of the community sport programme including events, training courses, activity sessions, awareness and education sessions.

Main Duties and Responsibilities

1 Community Events

To support and contribute to the organisation of Disability Sport NI's annual programme of events.

2 Participation & Performance Programmes

To support and contribute to the organisation of Disability Sport NI's participation and performance programmes.

3 Training Courses & Activity Sessions

To support and assist with the organisation and delivery of training courses and activity sessions including the organisation of venues, collating of resources and the management of equipment for each course/session.

4 Awareness & Education Programme

To support and assist the organisation and delivery of awareness and education programmes and any other projects as required.

5 Volunteering

To assist with the organisation and delivery of volunteer programmes.

6 Information & Advice

To provide information on enquiries related to the work of Disability Sport NI.

7 Administration

To assist with the office administration including reception cover on a regular basis and during holiday periods as required.

8 General

To carry out any other duties commensurate with the level of responsibility of the post.