

# We are hiring!

**Sport Inclusion Lead**

[www.activedisability.ie](http://www.activedisability.ie)

# Sport Inclusion Lead

**Closing date:** Applications to be received no later than **12 noon** on **Friday 15<sup>th</sup> of August**.

**Interviews:** Interviews for shortlisted candidates will take place in person.

**Salary:** Remuneration will be dependent on qualifications and experience.

**Location:** Excellent working conditions in our office located at Sport Ireland Campus, Blanchardstown Dublin 15. Opportunity for hybrid working arrangements also available.

**Company benefits:** Access to Active Disability Ireland benefits, outlined in final page of this advert.

**Contract type:** This is a 1-year fixed term contract, renewal subject to continued annual funding from our funding partners.

## Background:

Active Disability Ireland, through the support of the Dormant Accounts Fund is looking for a full time Sport Inclusion Lead to help support and enhance opportunities for people with disabilities to participate in sport and physical activity throughout Ireland by working with Local Sport Partnerships, National Governing Bodies, and the wider Disability sector.

Active Disability Ireland is committed to working in collaboration with our partners at a national and local level in enhancing the range and quality of participation opportunities available for people with disabilities in sport and physical activity.

Over the past 18 years Active Disability Ireland has been supporting the work of the Local Sports Partnerships and National Governing Bodies of Sport specific to the inclusion of people with disabilities in sport and physical activity. In supporting the implementation of the National Sports Policy 2018-2027, we are seeking to employ a Sport Inclusion Lead to support, enhance and promote the work of Local Sports Partnerships, National Governing Bodies of Sport and Community Clubs in increasing national and local sport and physical activity opportunities for people with disabilities.

The Sport Inclusion Lead will support the further development and roll out of the National Xcessible Programme and Xcessible Club Toolkit to Local Sports Partnerships, National Governing Bodies of Sport and community clubs as well as the further promotion of the Sports Inclusion Disability Charter and national 'I'm In Too' campaign.

This is an opportunity for a highly motivated, driven individual to contribute to our vision of 'An Ireland where people with disabilities have equal opportunity to be active' and play a key role within a dynamic team operating in a rapidly evolving national pan disability sport and physical activity organisation.

## Job Purpose:

As the Sport Inclusion Lead, you will be responsible for the implementation of key objectives specific to increasing sustainable community sport and physical activity opportunities for people with disabilities. A key priority is to guide and support the national network of Local Sports Partnerships and National Governing Bodies of sport through collaboration with Sport Irelands' Participation Unit and the national network of Sports Inclusion Disability Officers.

## Key Responsibilities

- Provide support, and advice on key aspects of inclusive sport and physical activity to the Local Sport Partnerships and National Governing Bodies of Sport
- Work with our Insights Officer and key partners to develop a greater understanding of local provision of sport and physical activity for people with disabilities to enable collaboration, partnerships, shared knowledge, and synergies across various partners within the sector
- Work closely with Sport Irelands' Participation Unit in supporting the Local Sports Partnerships to develop and enhance local sport and physical activity opportunities for people with disabilities through increased awareness of the Sport Inclusion Disability Charter and the Xcessible Programme
- Organise an annual programme of support for the national network of Sports Inclusion Disability Officers, providing training/upskilling coordination of national networking days and the development of support resources and best practice guidelines
- Work closely with Sport Irelands' NGB Unit in coordinating and supporting National Governing Bodies of Sport to develop and enhance an inclusive culture to provide opportunities for people with disabilities to participate in their sport
- Increase awareness amongst National Governing Bodies of Sport in adopting the principles of the Sport Inclusion Disability Charter and availing of the Xcessible Programme to support and enhance an inclusive culture across their organisations

- Work closely with Local Sports Partnerships and National Governing Bodies of Sport in the promotion of the Sport Inclusion Disability Charter, Xcessible Club toolkit and upskilling training & education opportunities to all community clubs
- Support the Training and Education Framework to develop a coordinated approach to the promotion and delivery of standardised inclusive training across the network of NGB's and LSP's to enhance awareness and build capacity at national and community level
- Engage with the Local Sports Partnerships and National Governing Bodies of Sport and in heightening awareness of people with disabilities experiences in sport and physical activity through the Active Disability Ireland 'I'm In Too' campaign
- Provide guidance and support to local and national organisations with our organisational campaigns through resource development, training and awareness campaigns
- Support national organisations to adopt a culture of inclusion to further enhance the role of all agencies in enhancing sport and physical and activity opportunities for people with disabilities
- Maintain partnerships and connections with local/regional and national organisations and agencies who also support people with disabilities in becoming more physically active
- Monitor and report on programme outcomes and participation impact
- Assist with Active Disability Ireland's annual flagship events and campaigns such as the National Inclusion Awards, National Conference and I'm In Too campaign
- Manage related programme areas finances, budgets, and reporting

## Person specification

### Essential Qualifications and Experience:

- Minimum 3+ year experience in programme management, preferable in sport development, community development and disability sport
- Inclusive Sport knowledge: In-depth understanding of inclusive sport and physical activity practices
- Project Management: Ability to manage multiple projects simultaneously, prioritise tasks, and meet deadlines effectively
- Communication: Excellent verbal and written communication skills; ability to present to and engage with diverse audiences
- Collaboration and Teamwork: Proven ability to work effectively as part of a team and in partnership with a range of stakeholders
- Leadership: Proactive, confident, and capable of taking initiative and leading on key areas of work
- IT Proficiency: Strong computer literacy, including experience with MS Office, online collaboration tools, learning Management Systems, and data reporting systems.
- Monitoring and Evaluation: Competency in evaluating programme outcomes and producing clear reports on impact and participation
- Capacity Building: Experience developing and delivering training or educational supports that build inclusive practice
- Stakeholder Engagement: Ability to foster and manage relationships with national and local partners, including LSPs, NGBs, and disability organisations
- Knowledge of Policy and Strategy: Familiarity with the National Sports Policy 2018–2027 and relevant national frameworks
- Financial Control: Experience managing budgets, fundraising, programme monitoring, evaluation, and reporting



## Key Skills & Competencies

- Exceptional interpersonal and stakeholder engagement skills
- Capable and comfortable with managing a busy workload, able to prioritise tasks effectively, and meeting tight deadlines
- Strong strategic thinking, organisational, and project management capabilities
- Excellent communication skills (written, verbal, and presentation)
- Ability to work independently, flexibly, and as part of a multidisciplinary team
- Skilled in data-informed decision-making and impact reporting
- Strong leadership and teamwork capabilities
- Ability to manage multiple projects independently and as part of a team

## Desirable:

- Qualification in public health, disability studies, community development, sport science, or related field
- Knowledge of disability sport structures and sport and physical activity provision in Ireland
- Familiarity with inclusive sport/physical activity programmes

## Additional Information:

- National travel will be required
- Flexibility in working hours to accommodate occasional evening/weekend events

## Application Process

Applicants must clearly demonstrate, with relevant examples, how they meet the essential criteria. Only those meeting the requirements will be shortlisted for the next stage.

Please note this job specification is not exhaustive and may be adjusted in line with organisational needs.

## Note to all applicants:

Only those applicants who clearly demonstrate, by example, how they meet the criteria will go forward to the next stage in the recruitment and selection process.

Please note: 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 can be amended in the light of the changing needs of the organisation. Suitable candidates should apply by completing the attached application available from our website – [www.actedisability.ie](http://www.actedisability.ie)

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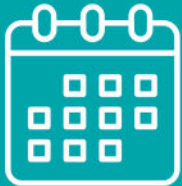
Please submit your application form electronically to Cathriona Curtin, Business Support Manager at [ccurtin@actedisability.ie](mailto:ccurtin@actedisability.ie)

Queries may be directed to Stephanie Mac Sweeney Strategic Operations Manager at [smacsweeney@actedisability.ie](mailto:smacsweeney@actedisability.ie)

Active Disability Ireland is an equal opportunities employer, and all applications will be treated in strict confidence. Should you require additional supports during the application or recruitment process, please let us know.



# Employee Benefits



Paid annual leave starting at **23** days

- + 1 paid company day - Good Friday
- + 2 days after 3 years service
- + 4 days after 5 years service



Paid **Personal Days** starting at **3** days (Pro Rata)

- 4 Paid personal days after 1 years service
- 5 Total paid personal days after 2 years service



Enrolment to company pension scheme matched up to **5%** after successful completion of probation ( **6 months** service)



**1** day paid birthday leave after 2 years service



**Hybrid** working environment



Internal CPD in first 6 months

- + 2 development hours per week after completion of probation (6 months service)
- + External CPD opportunities after 1 years service

**Company contributions for:**

Maternity leave  
Paternity leave  
Adoptive leave



- + Paid leave for antenatal classes

**365** day access to Employee Assistance Programme



**2** days paid wedding leave

**Other leave entitlements include:**

- Carers' leave
- Parental leave
- Bereavement & Compassionate leave
- Force majeure leave
- Statutory sick pay



**2** Annual teambuilding days



Bike to work scheme after 1 years service



Induction programme



Company sick pay scheme



Paid jury leave



Time Off In Lieu (Where applicable)

Annual **Volunteer** team day

