**POSITION TITLE:** Dublin City Handball Development Officer

The Dublin City Handball Development Officer will work with Dublin City Handball Club, on behalf of the Irish Olympic Handball Association, as a contractor coach. The Development Officer will primarily work with the Dublin City Handball Academy, providing coaching in the Dublin City Council area, as well as administrative support. The role will also involve coaching at other clubs and schools in the Dún Laoghaire-Rathdown County Council, Fingal County Council, or South Dublin County Council areas, in consultation with the Dublin City Handball Academy Chair and Irish Olympic Handball Association Operations Director.

**REPORTING RELATIONSHIPS:**
Operational: Dublin City Handball Academy Chair
Functional: Irish Olympic Handball Association Operations Director

**KEY QUALITIES:**

Essential:

* Holds appropriate coaching qualification (minimum Level 0 with a commitment to attain further coaching qualifications)
* This position will be subject to Garda Vetting
* Has completed, or will prior to beginning the role, the Safeguarding 1 course
* Will have access to own transport and full driving license.
* Will have access to internet
* Well-developed time management skills, including the ability to set and meet deadlines and to prioritise work
* Ability to work alone and as part of a team, and an ability to lead a team
* Ability to gain the confidence, respect and trust of others
* Integrity and honesty
* Committed, enthusiastic and motivated
* Excellent communication skills
* Flexible, and adaptable to circumstances

Desirable:

* Knowledge of the developmental pathways for handball players, and an ability to further develop these pathways
* Knowledge of specific preparation needs of players and coaches
* Knowledge of the overall sporting landscape within Dublin

**RESPONSIBILITIES:**

* Assist the IOHA and Dublin City Handball Club in running of Level 0 and Level 1 coaching courses.
* Will run a minimum of three blitzes to occur within Dublin City Council’s geographic area. (Dates to be confirmed three weeks in advance with Dublin City Handball Academy Chair).
* Will submit articles and pictures of all blitzes and actions of interest within season –minimum of 3 articles per season.
* Will visit designated schools – through agreement with Dublin City Handball Academy Chair - to develop all aspects of the game, whilst promoting handball in a positive, safe and healthy manner.
* Will at all times present in a professional manner and will wear the designated Dublin City Handball Club training gear.
* Will foster a self-sustaining handball playing culture within the schools including coaches and administrators.
* To be available to the club to carry out further duties in accordance with his/her
ability/qualification on occasions during the season, especially in conducting administrative work in furtherance of the aims of the role.
* The Development Officer will fill in a monthly report form which will be returned by email to Dublin City Handball Academy Chair and IOHA Operations Director.
* When requested the IOHA Operations Director or Dublin City Handball Academy Chair will return a folder documenting work to IOHA. This folder shall be signed off and where possible stamped by:
	+ Headmaster of School(s)
	+ Club representative
* Carry out any other duties that may be assigned from time to time.

The above statements are intended to describe the general nature and level of work required from this position. They are not intended to be an exhaustive list of all responsibilities and activities required. The holder of this position is required to respond with a flexible approach when tasks arise which are not specifically covered in this job description.

**SALARY:**

* Irish Olympic Handball Association:
	+ €25 per hour for any projects delivered.
	+ €50 per day to support school competitions (refereeing).
* Dublin City Handball
	+ €15 per hour for administrative work on behalf of the Academy (grant applications, community interaction, etc.). This will be guaranteed at 2 hours per week for 38 weeks in the first season.
	+ €15 per hour for coaching Dublin City Handball Academy sessions. This will be guaranteed at 2 hours per week for 38 weeks in the first season.
	+ €25 per hour for any projects delivered.
	+ Additional hours and discretionary rates (€20-€25 per hour) available for coaching at children’s handball camps or in schools.