

Sport Development Coach & Engagement Officer

(Part-Time / Maternity Leave Cover)

Hours: ~20 hours per week

Duration: 6 months, with the possibility of extension

Location: Dublin-based, Hybrid role

Salary: €18,000/year

Core Purpose

To grow participation and visibility of handball through schools, clubs, and community programmes while providing event, competition, and membership support to Olympic Handball Ireland (OHI).

Key Responsibilities

Programme Delivery & Membership

- Deliver school, after-school, and club engagement programmes.
- Maintain accurate participant and membership records.
- Manage and support the Gameday membership platform.

Women in Sport (WIS) Funding Programmes

- Plan, run, and manage WIS-funded engagement initiatives.
- Monitor progress, collect participation data, and provide reports to funders.

Events & Competitions

- Coordinate and support OHI competitions, national teams, and youth academies.
- Organise logistics including venues, equipment, scheduling, and merchandise sales.

Community & Partnership Engagement

- Represent OHI at grassroots and community events with Local Sports Partnerships (LSPs), county councils, schools, and clubs.
- Liaise with OHI sub-committees (coaching, refereeing, development) to strengthen pathways and local delivery.

Administration & Reporting

- Provide regular updates to the Operations Director.
- Ensure safeguarding and compliance procedures are implemented across all programmes.
- Submit reports and evaluations as required.

Skills & Experience Required

- Experience in sports coaching, community engagement, or programme delivery.
- Strong organisational and time management skills.
- Good IT skills (Excel, Word, email platforms; Gameday knowledge desirable).
- Strong interpersonal and communication abilities.
- Ability to work independently and collaboratively with schools, clubs, and stakeholders.
- Knowledge of safeguarding in sport.

Desirable Qualifications

- Coaching qualification in handball or another sport.
- Experience delivering programmes funded by Sport Ireland or WIS.
- Previous experience coordinating events or working within an NGB/club environment.
- Full driving licence and access to a car (not mandatory but a strong advantage).

To apply, email your CV and Cover Letter to joao@olympichandball.org by no later than 26th September. Interviews will take place the week commencing the 29th September.



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