



## Marketing & Communications Administrator

<b>Organisation:</b>	Irish Judo Association
<b>Location:</b>	IJA Office, Irish Sport HQ, Sport Ireland Campus, Abbotstown, D15 DY62 (Work from Home policy currently as per Government guidelines)
<b>Contract Length:</b>	12-month contract
<b>Salary:</b>	€25,000 per annum
<b>Application closing date:</b>	19th January 2022
<b>Programme duration:</b>	February 2022 – February 2023

### About

The Irish Judo Association is the National Governing Body for the sport of Judo in Ireland. Our mission aims to develop, foster, promote, and organise judo activities and offer guidance and leadership whilst preserving the integrity and principles of the sport of judo on the island of Ireland. The Irish Judo Association is committed to providing an environment that will result in an increase in the level of participation and performance in Irish Judo.

The Irish Judo Association has received funding from Sport Ireland as part of the Resumption of Sport & Physical Activity Fund under the Covid 19 Resilience Programme. The Irish Judo Association are responsible for the recruitment and selection of the candidate for this year long contract.

### Job Summary

The Marketing & Communications Administrator role is to promote, market and communicate the grassroots support programme to judo clubs, support judo clubs through the assistance of marketing and promotion of their clubs locally, and to co-ordinate and provide marketing and promotional material to support the key pillars of the Irish Judo Association Strategic Plan 2021-2026.

### Key Job Duties & Responsibilities

1. To write a Marketing & Communications Policy for the Irish Judo Association.
2. Market and promote the elements of the grassroot support programme to local clubs in a bid to re-open our sport with focus paid on promoting judo to a wider audience.
3. Design and administer a grassroot support marketing campaign through the IJA social media channels.



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4. Promote the Volunteer Membership programme to develop the contribution of volunteers for the wider judo community at provincial and national level.
5. Promote judo within disadvantaged groups within our communities, including those with disabilities and socially disadvantaged groups through Community Enhancement Programmes.
6. Develop a link between the Irish Judo Association and Special Olympics Ireland for Adaptive Judo.
7. Providing a pathway to enable visually impaired (VI) players compete at their respective level to demonstrate the Irish Judo Association's support for inclusion and diversity in sport and society.
8. Performing other miscellaneous marketing and communication related duties as assigned by the Irish Judo Association via the Office Manager.

*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 may be amended in the light of the changing environment within the Sport of Judo.*

## **Essential Requirements:**

*The candidate must:*

- Hold a Primary Degree in the field of Sport or Physical Activity or a Primary Degree in the field of Marketing and Communications.
- Be available for the 12- month contract duration.
- Be eligible to work in Ireland on a full-time basis.
- Have a minimum of 6 months experience working in a National Governing Body affiliated to Sport Ireland.

Hours of work: 37.5 hours per week. This position will require, at times, irregular and unsocial hours and as such flexible working arrangements are available.

## **Desired Requirements:**

- Excellent organisational skills with good attention to detail is desired in this role
- Strong verbal and non-verbal communication skills
- Ability to grasp and contextualise specialist information
- Strong ICT skills with the capacity to maximise technology to increase efficiencies in processes and procedures
- Excellent knowledge of WordPress, Canva, Microsoft Suite
- Able to work on own initiative
- Team player



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## **Application Process:**

Candidates should submit a cover letter together with their curriculum vitae and details of two Referees to:

Ms. Deirdre Leonard by email only to: [admin@irishjudoassociation.ie](mailto:admin@irishjudoassociation.ie)

Interviews will be held Online via video link in line with current Government guidelines. Candidates will be interviewed on Wednesday 26<sup>th</sup> January 2022. The role will commence in early February 2022. Appointment will be made subject to satisfactory:

- Garda Vetting/Access NI Vetting
- Reference Checking Procedures