



Contract Vacancy – Communication, Media & Event Management Officer

Organisation:	Irish Judo Association
Location:	IJA Office, Irish Sport HQ, Sport Ireland Campus, Blanchardstown, D15 DY62
Contract Length:	Part Time 12-month contract NON-PAYE
Salary:	€15,000 per annum
Application closing date:	14 th August 2024
Start Date:	September 2024

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 Association is seeking a suitable candidate to deliver Communication, Media & Event Management Services to continue the Return to Sport Programme of the Irish Judo Association.

Programme Services

Listed below are the required elements which will comprise the Services that will be provided by the candidate during the Term. The main purpose of the Communication, Media & Event Management Officer position is to continue to deliver the Return to Sport support programme for Irish Judo and its club & membership network.

The services include:

1. Creating and managing content for the IJA website.
2. Promoting Irish Judo at Club, National and International level through the relevant social media channels.
3. Market and promote the events of the IJA's grassroots activities to local clubs in a bid to support the development of judo at club level in Ireland.
4. Liaise with the IJA Performance Team & IJA Women in Sport Chair with regards to social media requirements for each section of the organisation.
5. Organise Event Logistics for 3 National Events & 3 National Gradings annually (attendance at 3 National Events will be required, attendance expenses will be agreed in advance of events)
6. Secure extra funding (sponsorship/grants) for Irish Judo – this item will be considered for discussion with the candidate.

Onsite training for internal procedures and processes will be provided to the successful candidate.

The successful candidate will report to the IJA Office Manager.



IRISH JUDO ASSOCIATION

Essential Requirements:

The candidate must:

- Have a minimum of 2 years work experience in a communications and marketing administrative position.
- Have experience with website and graphic design platforms such as WordPress & Canva with regarding to creating and uploading back-end content.
- Have experience with logistical elements of event management.
- Have excellent organisational skills with good attention to detail as required for this role.
- Have strong verbal and non-verbal communication skills.
- Be available for the 12- month contract duration.
- Be eligible to work in Ireland on a full-time basis.
- Work from IJA Office, Dublin D15 DY62.

Hours of work: 15 hours per week over 3 days per week (days to be decided after post is filled).

Desired Requirements:

- Strong ICT skills with the capacity to maximise technology to increase efficiencies in processes and procedures.
- Ability to grasp and contextualise specialist information.
- Able to work on own initiative.
- Team player.

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: deirdre.leonard@irishjudoassociation.ie

Interviews will be at Irish Sport HQ, Sport Ireland Campus, D15 DY62. Candidates will be shortlisted after close date 14th August 2024, interviews will be 21st August 2024. The role will commence September 2024. Appointment will be made subject to satisfactory:

- Garda Vetting/Access NI Vetting
- Reference Checking Procedures