

IRISH JUDO ASSOCIATION



Operations Officer – IJA Performance Programme & IJA Office Administration

Organisation: Irish Judo Association
Location: IJA Office, Irish Sport HQ, Sport Ireland Campus, Blanchardstown, D15 DY62
Contract Length: 2 Year Contract
December 2026 to December 2028
37.5 hours per week
Salary: €40,000 - €42,500 per annum (DOE)
Application closing date: SUNDAY 1st November 2026 Midnight
Start Date: December 2026

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 act as an Operations Officer for the Irish Judo Association.

Job Summary

The Operations Officer IJA Performance Programme & IJA Office Administration role is to administer and support the activities of the IJA Performance Programme and the Organisation. The Operations Officer IJA Performance Programme & IJA Office Administration will seek to inform themselves of the work of the organisation and develop an understanding and knowledge of the organisation's stakeholders and organisational needs. This is a dual responsibility role. Onsite training for internal procedures and processes will be provided to the successful candidate. The successful candidate will report to the IJA CEO and to the IJA Performance Lead.

This role will suit someone who has the willingness to immerse in Irish Judo and develop this role in the future.

Key Job Duties & Responsibilities – IJA Performance Programme

Administer and provide clerical support to Irish Judo Association Performance Programme to include:

- Scheduling & Booking National Squad Session facilities.
- Booking transport and accommodation for international competitions and training camps across multiple national pathway and performance programmes.
- Registration of players onto international competitions system JudoBase.
- Maintain and update IJA's Annual HP Budget & Financial Transactions for IJA accounting system.
- Support the Organisation's engagement with Sport Ireland and the Olympic Federation of Ireland and build good administrative relationships with other international federations, EJU & IJF.

IJA Office, Sport HQ, Sport Ireland Campus, Blanchardstown, Dublin D15 DY62
Company Limited by Guarantee. Registration No. 112335. V.A.T. Reg No. IE4806869B

President: Ms Sylvia O'Flynn



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Support IJA performance leadership in the preparation of the following:

- Sport Ireland HP Funding submissions.
- Sport Ireland International Carding Scheme Applications.
- Olympic strategy and annual operational plan.
- HP related Sport Ireland funding application and reporting systems.
- Handling telephone communications, emails, post, enquiries and requests directly or referring onwards when appropriate.
- Work with Performance Lead and Performance Coaches and meet with Performance Lead on a weekly basis.
- Support Performance Lead with reporting to various IJA Boards and external organisations.

Key Job Duties & Responsibilities - Office Administration

- Provide administrative and operational support to the CEO, and relevant Commissions including coordinating management meetings, the AGM and other organisational activities.
- Manage day-to-day member, club and stakeholder queries and liaise with relevant IJA staff members and external stakeholders on operational matters as required.
- Support the review, administration and maintenance of IJA policies, procedures and regulations in conjunction with the Governance Commission, ensuring appropriate records are maintained.
- Provide administrative support for the IJA/Sport Ireland Coaching Programme and liaise with Sport Ireland Coaching on relevant coaching programmes, frameworks and initiatives in tandem with other IJA staff members.
- Maintain staff contracts to include monitoring renewal dates for the attention of the CEO and ensure appropriate confidentiality.
- Support procurement and financial administration, including obtaining quotations, coordinating supplier invoices and payment documentation, and assisting with Online Shop and office stock management in liaison with other IJA staff members.
- Support the preparation and administration of Sport Ireland grant applications, mid-year reviews and other reporting requirements in line with the IJA Operational Plan & liaise with other relevant sporting bodies and stakeholders on programmes, as directed by the CEO.
- Provide administrative and operational support for IJA events and IJA Competitions Commission activities, including monitoring approved budgets, liaising with suppliers and coordinating associated documentation in tandem with other IJA staff members.
- Support IJA communications and PR activities where required, including monitoring the website and social media platforms.



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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:

- Have at least three years previous experience in operational administrative roles.
- Have excellent organisational skills with good attention to detail.
- Have strong verbal and non-verbal communication skills.
- Have strong ICT skills with the capacity to maximise technology to increase efficiencies in processes and procedures.
- Ability and knowledge of financial tools and competence to manage budgets.
- Understanding and ability to use digital tools and social media channels management.
- Be available for contract duration.
- Be eligible to work in Ireland.
- This position will require, at times, irregular and unsocial hours and as such flexible working arrangements are available.
- A Valid Driving Licence.

Desired Requirements:

- Ability to grasp and contextualise specialist information.
- Able to work on own initiative.
- Team player.

Hours of work: 37.5 hours per week

Application Process:

Candidates should submit their CV with a Covering Letter and submit by email only to:
Ms Deirdre Leonard deirdre.leonard@irishjudoassociation.ie

Interviews will be at Irish Sport HQ, Sport Ireland Campus, D15 DY62 either in person or online. Candidates will be shortlisted after close date week beginning 9th November 2026; interviews will be the week beginning 17th November 2026. The role will commence by December 2026.

Appointment will be made subject to satisfactory:

- Garda Vetting/Access NI Vetting
- Reference Checking Procedures