

# BOCCIA IRELAND

(An official sub-committee of Paralympics Ireland)



Committee Role:  
Head of Competition

## Our Organisation

The vision is for Boccia Ireland to become an independent autonomous NGB by 2021. To facilitate this in the interim period, Paralympics Ireland is the National Member in Ireland of Boccia International Sports Federation (BISFED) and governs the sport as an Official Sub-Committee of Paralympics Ireland called Boccia Ireland.

## Overview of the Volunteer Role

Boccia Ireland is looking for an individual who is interested in joining our committee as the Head of Competition. The role will involve the development, coordination and delivery of a national events calendar and the coordination of all competition related aspects of competition events.

## Key Tasks

- Develop a competition plan for Boccia Ireland
- Development and coordination of a national calendar of events
- Publication and distribution of the national calendar
- Supervision of selection of players for competition etc.
- Coordination of all competition-related aspects of competition event(s), including team selection/qualification, scheduling, and competition rules.
- Assist in the delivery across all Boccia Ireland competitions and events
- Coordination of competition event logistics
- Coordination of officials to all national events
- To retrieve and compile all competition results after events
- Administrative duties as required to assist the development of Boccia Ireland
- Work as a member of the Boccia Ireland committee
  - tasked with governance of the sport in Ireland on behalf of Paralympics Ireland

## Time Period and Commitment

- Possible work may be required on weekends/evenings.
- Attendance of monthly committee meetings.

- Meetings will generally be held at the Irish Sport HQ.
- As required to carry out the role of Head of Competition to ensure it success
- Commitment, initially, of one year is required.

#### Location

Irish Sport HQ, National Sports Campus, Blanchardstown, Dublin 15, Ireland.

#### Skills & Qualities Required

- Strong interpersonal and communication skills
- Proficient computer skills
- Excellent organisational skills & ability to be resourceful
- Ability to multi-task and prioritise tasks
- Ability to develop, implement & maintain systems
- Ability to be progressive, embrace change & new ideas
- Proactive attitude, drive, enthusiasm & initiative
- The ability to motivate others
- A proven team player

#### Preferred Experience

- Previous sports or event management experience
- Experience working with athletes
- Previous voluntary positions
- Understanding of disability and the sport of Boccia is desirable

#### Expectations

- The volunteer conducts him/herself in a professional manner
- The volunteer is respectful towards all
- Honesty, integrity, reliability, commitment & good time keeping

#### Benefits

- Opportunity to work within the sports industry in Ireland
- Independence and scope to make your own mark
- Excellent networking possibilities
- Being an equal member of an ambitious and dynamic team of volunteers
- Opportunity to learn about Boccia and a variety of disabilities
- Personal skills & career development

#### Expenses

This is a voluntary position however reasonable and verifiable out-of-pocket expenses will be reimbursed.

#### Other Requirements

- Must be committed to anti-doping in sport
- Successful completion of Garda Vetting with Paralympics Ireland
- Completion of Schedule 2 of Paralympics Ireland Participant Rules
- A willingness to sign a member of Boccia Ireland committee code of conduct

Applications, which should include a short cover letter and an up to date CV, can be sent to [boccia@paralympics.ie](mailto:boccia@paralympics.ie) before 5pm on Friday, 31<sup>st</sup> August 2017.

Your cover letter should include the following:

- Why do you want to be Head of Competition at Boccia Ireland?
- What do you expect to gain from this position?
- Please explain how your previous experience is relevant to the role.