



JOB DESCRIPTION

- Position:** Assistant Communications & Engagement Officer
- Location:** Disability Sport NI, Airport Road West, Belfast
- Reports To:** Communications & Engagement Officer
- Salary:** National Minimum Wage
- Hours:** 37.5 hours per week. Hours of work will be those necessary to carry out the full responsibilities of the post, some of which may be in the evening and/or weekends. Time-off-in-lieu will be allowed in respect of working evenings and weekends.
- Duration:** Fixed Term for one year – (September 2017 – August 2018)

Background Information:

Disability Sport NI is the main disability sports charity in Northern Ireland working to improve the health and wellbeing of children and adults with disabilities through sport and active recreation.

We work with people with physical, sensory and learning disabilities of all ages and with schools, disability groups, sporting organisations and clubs to ensure that everyone can benefit from sport and active recreation.

We believe that every person with a disability has the right to participate in all aspects of life and are committed to building a more inclusive society where people with disabilities have an equal opportunity to lead a full, active and healthy lifestyle through sport and active recreation.

We also work closely with Sport Northern Ireland and Governing Bodies of Sport to ensure that talented disabled sports people have the same opportunity as their non-disabled peers to train, compete and excel in their chosen sport on the world stage.

At the heart of who we are is the belief that participation in sport and active recreation at any level is a positive and transformational experience.

We understand the positive impact of sport and active recreation because every day we see how our work changes the lives of people with disabilities for the better.

Last year our programmes benefitted over 10,000 children, young people and adults across Northern Ireland, but looking to the future we know we can do more.

Job Purpose:

The post holder will be responsible for assisting the Communications & Engagement Officer with the organisation and delivery of a varied communications and engagement programme. The role will also involve supporting the communications and engagement function of Disability Sport NI's Community Interest Company, Live Active NI.

Main Duties and Responsibilities

Communications

Media Relations: To increase public awareness of Disability Sport NI's work by supporting the delivery of the organisation's public relations activities and by contributing to the maintenance of good working relations with the media.

Website: To support the management and maintenance of the Disability Sport NI and Live Active NI websites.

Social Media: To support the Communications and Engagement Officer's work increasing Disability Sport NI's and Live Active NI's presence on social media.

Ezine: To assist with the management of content on Disability Sport NI's monthly Ezine.

Brand Awareness: To support the Communications & Engagement Officer to increase awareness of the Disability Sport NI and Live Active NI brands.

Marketing: To assist project staff with the marketing of projects, training courses and community events.

Engagement

Public Affairs: To assist the Communications & Engagement Officer with the delivery of effective public affairs campaigns and events targeting MLAs and key decision makers within government departments and local authorities.

Public Engagement: To assist the Communications & Engagement Officer with the organisation of public engagement events and activities which increase awareness of the work of Disability Sport NI and its member groups and encourage more people with disabilities to lead active lives.

Member Services: To support development staff with the delivery of support services for Disability Sport NI's member groups.

Ambassador Programme: To contribute to the development and delivery of an ambassadors programme, designed to promote the benefits of disability sport and active recreation.

Fundraising & Events

Community Fundraising: To assist with the organisation of community fundraising activities.

Events: To support the organisation of fundraising and awareness events.

Relationships: To help maintain good relationships with individuals, schools, companies and organisations who raise funds for Disability Sport NI.

Other Responsibilities

Administration: To assist with office administration including providing reception cover on a regular basis and during holiday periods as required.

Other Duties: To carry out any other duties commensurate with the grade and level of responsibility of the post.