

**We are
hiring!**

Sport Inclusion Officer

www.activedisability.ie

Sport Inclusion Officer

Closing date: Applications to be received no later than **12 noon on Monday 22nd June 2026**

Interviews: Interviews for shortlisted candidates will take place in the weeks to follow, once the closing date passes.

Salary: Remuneration will be dependent on qualifications and experience ranging €33,000- €38,000 per annum.

Location: Excellent working conditions in either of our offices located at Sport Ireland Campus, Blanchardstown, Dublin, or Kerry Sport Academy, MTU, Tralee, Kerry.

Applicants must be within a one-hour commute of either office location. Mandatory requirement of 3 days in office each week.

Company benefits: Access to Active Disability Ireland benefits, outlined in final page of this advert.

Contract type: This is a 1-year fixed term contract, renewal subject to continued annual funding from our funding partners.

Background:

Active Disability Ireland, through the support of the Dormant Accounts Fund is looking for a full time Sport Inclusion Officer to help support and enhance opportunities for people with disabilities to participate in sport and physical activity throughout Ireland by working with Local Sport Partnerships, National Governing Bodies, and the wider Disability sector.

Active Disability Ireland is committed to working in collaboration with our partners at a national and local level in enhancing the range and quality of participation opportunities available for people with disabilities in sport and physical activity.

Over the past 19 years Active Disability Ireland has been supporting the work of the Local Sports Partnerships and National Governing Bodies of sport specific to the inclusion of people with disabilities in sport and physical activity. In supporting the implementation of the National Sports Policy 2018-2027, we are seeking to employ a Sport Inclusion Officer to support, enhance and promote the work of Local Sports Partnerships, National Governing Bodies of Sport and community clubs in increasing national and local sport and physical activity opportunities for people with disabilities.

The Sport Inclusion Officer will support the further roll out of the National Xcessible Programme and Xcessible Club Toolkit to Local Sports Partnerships, National Governing Bodies of Sport and community clubs as well as the further promotion of the Sports Inclusion Disability Charter and national 'I'm In Too' campaign.

This is an opportunity for a highly motivated, driven individual to contribute to our vision of 'An Ireland where people with disabilities have equal opportunity to be active' and play a key role within a dynamic team operating in a rapidly evolving national pan disability sport and physical activity organisation.

Job Purpose:

As the Sport Inclusion Officer, you will be responsible for the implementation of key objectives specific to increasing sustainable community sport and physical activity opportunities for people with disabilities. A key priority is to guide and support the national network of Local Sports Partnerships and National Governing Bodies of sport through collaboration with Sport Ireland's Participation Unit and the national network of Sports Inclusion Disability Officers.

Key Responsibilities

- Provide support, guide, and advice on key aspects of inclusive sport and physical activity to the Local Sport Partnerships and National Governing Bodies of Sport
- Work with our Insights Officer and key partners to develop a greater understanding of local provision of sport and physical activity for people with disabilities to enable collaboration, partnerships, shared knowledge, and synergies across various partners within the sector
- Foster strong relationships between Active Disability Ireland and the network of Local Sports Partnerships and Sports Inclusion Disability Officers
- Work closely with the executive management of Active Disability Ireland to liaise with the Sport Ireland Participation Unit and NGB Unit in supporting the Local Sports Partnerships and National Governing Bodies of sport to develop and enhance local sport and physical activity opportunities for people with disabilities
- Increase awareness of the Sport Inclusion Disability Charter and the Xcessible Programme through promotion and supporting the sports sector in implementing inclusive practices
- Support the Active Disability Ireland Training and Education Framework to enhance a coordinated approach to the promotion and delivery of standardised inclusive training across the network of Local Sports Partnerships and National Governing Bodies of sport to enhance awareness and build capacity at national and community level

- Encourage and support effective relationships between the Local Sports Partnerships and national Disability Sport Organisations
- Engage with the sport sector to heighten awareness of people with disabilities experiences in sport and physical activity through the Active Disability Ireland 'I'm In Too' campaign in collaboration with the Marketing and Communications Lead in Active Disability Ireland
- Provide guidance and support to local and national organisations with our organisational campaigns through resource development, training, and awareness campaigns
- Maintain partnerships and connections with local/regional and national organisations and agencies who also support people with disabilities in becoming more physically active
- Monitor and report on programme outcomes and participation impact
- Assist with Active Disability Ireland annual flagship events and campaigns such as the National Inclusion Awards, National Conference, and I'm In Too campaign
- Maintain record keeping for related programme areas including, budgets, and reporting



Person specification

Essential Qualifications and Experience:

- Relevant experience in programme implementation preferably in sport development, community development, or disability sport
- An understanding of inclusive sport and physical activity practices
- Ability to manage multiple projects simultaneously, prioritise tasks, and meet deadlines effectively
- Excellent verbal and written communication skills; ability to present to and engage with diverse audiences
- Proven ability to work effectively as part of a team and in partnership with a range of stakeholders
- Proactive, confident, and capable of taking initiative and leading on key areas of work
- Strong computer literacy, including experience with MS Office, online collaboration tools, Learning Management Systems, and data reporting systems
- Competency in evaluating programme outcomes and producing clear reports on impact and participation
- Experience in supporting the delivery of training and educational supports that build inclusive practice
- Ability to foster and manage relationships with national and local partners, including LSPs, NGBs, and disability organisations
- Familiarity with the National Sports Policy 2018–2027 and relevant national frameworks
- Experience and knowledge with budgets, programme monitoring, evaluation, and reporting

Key Skills & Competencies

- Exceptional interpersonal and stakeholder engagement skills
- Capable and comfortable with managing a busy workload, able to prioritise tasks effectively, and meeting deadlines
- Strong organisational, and project management capabilities
- Excellent communication skills (written, verbal, and presentation)
- Ability to work independently, flexibly, and as part of a multidisciplinary team
- Skilled in data-informed decision-making and impact reporting
- Strong teamwork capabilities
- Ability to administer multiple projects independently and as part of a team

Desirable:

- Qualification in public health, disability studies, community development, sports management, sport science, or related field
- Knowledge of disability sport, structures within sport and physical activity provision in Ireland
- Familiarity with inclusive sport and physical activity programmes
- Volunteered across the sport and or disability sector
- Upskilled in additional CPD courses or workshops

Additional Information:

- National travel may be required from time to time
- Flexibility in working hours to accommodate occasional evening/weekend events

Note to all applicants:

Only those applicants who clearly demonstrate, by example, how they meet the criteria will go forward to the next stage in the recruitment and selection process.

Please note: 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 can be amended in the light of the changing needs of the organisation. Suitable candidates should apply by submitting a detailed C.V., highlighting education and employment history as well as a cover letter (max 500 words) outlining how you feel your experience and qualifications are relevant to this role.

Closing date for applications is 12 noon on Monday 22nd of June 2026.

Please submit your CV and cover letter electronically to Brenda O'Donnell, CEO at bodonnell@activedisability.ie

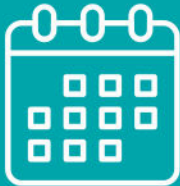
Queries may be directed to Stephanie Mac Sweeney Strategic Operations Manager at smacsweeney@activedisability.ie

Active Disability Ireland is an equal opportunities employer and all applications will be treated in strict confidence.

Data Protection

By applying for this role, you consent to Active Disability Ireland using the information about you, or third parties such as referees, relating to your application. This information will be used solely in the recruitment process. All personal information provided on this application form will be stored securely in compliance with the Data Protection Act and will be used only for the purposes of the recruitment process. Application forms will be retained for a period of 6 months, and in the case of a successful candidate, for the duration of employment and a minimum of one year thereafter. Internally, the information may be made available to the relevant Line Manager and to the Shortlisting/Interviewing Panel.

Employee Benefits



Paid annual leave starting at **23** days

- + 1 paid company day - Good Friday
- + 2 days after 3 years service
- + 4 days after 5 years service



Paid **Personal Days** starting at **3** days (Pro Rata)

- 4 Paid personal days after 1 years service
- 5 Total paid personal days after 2 years service



Enrolment to company pension scheme available to all staff



1 day paid birthday leave after 2 years service



Hybrid working environment



Internal CPD in first 6 months

- + 2 development hours per week after completion of probation (6 months service)
- + External CPD opportunities after 1 years service

Company contributions for:

Maternity leave
Paternity leave
Adoptive leave



- + Paid leave for antenatal classes

365 day access to Employee Assistance Programme



2 days paid wedding leave

Other leave entitlements include:

- Carers' leave
- Parental leave
- Bereavement & Compassionate leave
- Force majeure leave
- Statutory sick pay



2 Annual teambuilding days



Bike to work scheme after 1 years service



Induction programme



Company sick pay scheme



Paid jury leave



Time Off In Lieu (Where applicable)

Annual **Volunteer** team day

