

Job Title: ITTA STIGA Junior Challenger Series: Event Co-Ordinator Panel

Location: Nationwide

Reports to: ITTA Manager

Irish Table Tennis Association:

The Irish Table Tennis Association (ITTA) is the National Governing Body for the sport of Table Tennis in Ireland and is responsible for the management and overall development of all areas of the sport, throughout the island.

The objectives of the Association are to promote, foster and regulate table tennis in Ireland, in every legitimate way; to hold competitions; and to arrange representative matches.

Job Purpose:

The panel of Event Co-Ordinators will work closely with the ITTA Manager and relevant Board members in delivering quality events as part of the STIGA Junior Challenger Series. The Series, which will consist of a number of ranked tournaments in 2010 and beyond, is a key ITTA initiative in the development of the sport at Junior level. The primary objective of the Series is to increase participation levels throughout the country, by facilitating developing players who want to participate in table tennis competitions. The emphasis for players will be on having fun and enjoying lots of games.

Accountability:

The posts will be accountable to the ITTA Board. Successful applicants will be required to be Garda vetted in line with the ITTA Child Protection policy. The post will be line-managed by the ITTA Manager.

Specific Duties:

- Manage the on-site delivery of the event including registration, compilation and issuing of groups, input of results etc. in line with Challenger template.
- Provide event report for ITTA publication.
- Co-ordinate and manage volunteers in each venue and assign each with specific tasks.

Key Requirements:

- Knowledge of the logistical aspect of table tennis tournaments. Experience in this area would be a distinct advantage.
- Full clean Drivers Licence and own transport. This position will require extensive travel throughout the 32 counties.
- High level of competence with MS Office packages, in particular MS Excel
- Ability to work with and lead a team of volunteers
- Experience of working with children

Hours of Work & Remuneration:

This is an occasional position with 10 one day events anticipated for 2010, almost all of which will be staged on a Saturday or Sunday. Successful applicants will be paid out of pocket expenses plus €200 per one-day event.