

JOB DESCRIPTION

- Job Title:** Coach Education and Development Officer
- Reporting to:** National Coach Education Manager
- Job Purpose:** Badminton Ireland is seeking to employ a full-time permanent Coach Education and Development Officer who will report directly to the National Coach Education Manager. This person will lead Badminton Ireland's award-winning programme BadminTEEN and will play an important public facing administrative role organising our formal coach education courses and development initiatives. The successful candidate will help maintain our high standards of all courses and programmes and liaising closely with our coaches and coach developers. Additionally, this person will work closely with key partners including LSP's clubs, Provinces, Badminton Europe, the Badminton World Federation and Sport Ireland Coaching. The person will also deliver some coaching programmes and tutor coach education courses.
- Location:** Hybrid (based in Dublin / at home to be agreed)

Background to Badminton Ireland

Badminton Ireland is the National Governing Body for Badminton on the island of Ireland. Our purpose at Badminton Ireland is to provide a life-long, safe and family friendly environment where all our members can enjoy and experience an exciting sport and realise their potential.

As a governing body we aim to provide all members no matter their ability, age or role within a club, with programmes and activities that will enhance their experience within the sport and provide excitement.

Main Duties / Responsibilities (not an exhaustive list)

- Be the primary contact for Badminton Ireland's BadminTEEN programme.
- Deliver programmes and coach development, mainly BadminTEEN, programmes nationally.
- Work closely with the Development Manager to assist on programme admin and post programme evaluation.
- Be the primary contact for course queries from members, interested coaches and teachers both through telephone and email.
- Identify suitable dates, working with partners (clubs, Provinces, LSP's, BI staff) throughout the year for coach education courses.
- Plan and organise coach education/development courses, this typically involves:
 - Booking facilities and liaising with venue operators supplying them with event plans and insurance waivers.
 - Setting up events on our CRM system and managing all learners (Sport 80).
 - Emailing members through the CRM system (Sport 80).
 - Managing events information on website and promoting on social media.

- Creating and developing social media plans to develop the image of Badminton Ireland courses, specifically on TikTok and Instagram.
- Circulating course information and resources to learners' pre-course.
- Liaising with coach developers ensuring they have the registration list and all information.
- Registering BWF courses on the BWF World Academy of Sport platform (Learner Management System).
- Complete certification and reporting requirements of coach education courses, this typically involves:
 - Uploading the Sport Ireland Course completion form and using the SIC extranet / portal.
 - Uploading the BWF Course completion form onto the BWF Shuttle Time extranet and completing reports through the online platform.
 - Bulk uploading educational records on the CRM system (Sport 80).
 - Liaising with both Badminton Europe, BWF or SIC staff as and when needed.
 - Managing course satisfaction surveys through Microsoft forms.

Knowledge, Experience and Skills

Our ideal candidate is confident and proactive, organised, a strong communicator (both verbally and in writing) with strong computer literacy.

Essential

- BWF Level One coaching qualification.
- Demonstrable experience and knowledge of using digital platforms effectively.
- Demonstrable knowledge and understanding of the coaching pathway in Ireland, specifically the coach education courses that Badminton Ireland offer.
- Demonstrable experience of building effective working relationships with partners and key stakeholders.
- Strong administrative skills with attention to detail, process led and outcome focused.
- Strong computer skills including Microsoft Office and social media.
- Able to work to deadlines and at periods under time pressure.

- Have access to own car and have a full clean driver's license.

Desirable

- Qualified BWF Coach Developer.
- Undergraduate degree (or equivalent) in a sport related degree preferably in sports management or sports coaching.
- Experience of CRM systems and LMS's preferably related to sport or in education.
- Experience with website management.
- Background in badminton or sport as an athlete, administrator or coach.

Salary: Available upon request.

Hours: 37 hours per week.



Location: Hybrid Role to suit the other commitments for the right candidate. Office attendance is at Irish Sport HQ, Sport Ireland Campus, D15 DY62.

Process

Closing date for applications will be 5pm on the 8th of May 2026.

Cover letter and CV should be sent by email to elynch@badmintonireland.com with the title Coach Education and Development Officer.

First round of interviews will be conducted online. Second round of interviews will be in person.

