



Teilgín agus Ámais Éireann

Pitch and Putt Ireland

IRISH SPORT HQ • SPORT IRELAND CAMPUS • BLANCHARDSTOWN • DUBLIN 15 • D15 DY62

Telephone: 01 - 6251110

Website address: www.irishpitchandputt.ie E-mail address: office@pitchandputtireland.ie

ROLE DESCRIPTION

CLUB DEVELOPMENT OFFICER (CDO)

Reports To: Chief Executive Officer
Contract Duration & Type: Full Time Fixed Term (12 Months)
Location: Remote,

About Pitch and Putt Ireland

We are the National Governing Body for the sport of Pitch and Putt in Ireland. With our innovative programmes, and exciting competitions being developed, Pitch and Putt strives to promote the sport and support our clubs at all levels. We value integrity, ambition, inclusivity, teamwork, and have a passion for continuous improvement.

As our participation rates continue to grow, adding to our diverse membership, we would like to invite a candidate who thinks they are a good fit to join us and be an active player in continuing our growth.

The Role

Pitch and Putt Ireland is seeking a passionate and dedicated Club Development Officer to join our team. The ideal candidate will drive initiatives aimed at enhancing community engagement, developing pitch and putt clubs, and promoting equality, diversity, and inclusion in the sport. Pitch and Putt Ireland is looking for a candidate who will enjoy working as part of the team but be prepared to work remotely. You will need to be flexible with your hours to include evening and weekend work to drive our strategic plan in the region assigned.

Key Responsibilities:

Community Engagement:

- Develop and implement strategies to engage with local communities and encourage participation in pitch and putt.
- Establish partnerships with community centres, schools, and other organisations to promote the sport.
- Organise community events, workshops, and outreach programs to raise awareness and interest in pitch and putt.

Club Development:

- Provide support and guidance to pitch and putt clubs across Ireland to improve their operations and increase membership
- Identify opportunities for club funding and assist in the preparation of grant applications.
- You will help clubs and volunteers get started and support them as they grow, working closely with our office team to make sure we have a unified strategic approach to clubs and communities.
- You'll also coordinate with schools and other groups to run our schools' coaching program, making it easy for young people to get involved in the sport.

Women in Sport Programmes:

- Develop and implement initiatives to increase female participation in pitch and putt.
- Organize women-specific events, leagues, and coaching sessions.
- Collaborate closely with local communities to address barriers and challenges faced by women in accessing and participating in the sport.
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Disadvantaged Communities:

- Collaborate with community organisations and local authorities to provide pitch and putt programmes in disadvantaged areas.
 - Advocate for accessible and inclusive facilities to ensure individuals from all backgrounds have the opportunity to engage in the sport.
 - Tailor programmes to meet the specific needs and interests of disadvantaged communities.
- #### Equality, Diversity, and Inclusion:
- Promote equality, diversity, and inclusion within the pitch and putt community.

Qualifications and Skills:

- Previous experience in sports community development, sports club management, or administration.
- Strong interpersonal and communication skills, with the ability to engage and motivate diverse stakeholders. *
- Knowledge of women in sport programmes and strategies for promoting gender equality. *
- Understanding of the challenges faced by disadvantaged communities and experience in implementing targeted initiatives. *
- Commitment to promoting equality, diversity, and inclusion in sport. *
- Ability to work independently and as part of a team, with excellent organisational and problem-solving skills. *
- Flexibility to work evenings and weekends as required.

Be an EU/EEA/UK/Swiss citizen or hold a current and valid Work Permit. Hold a full driving licence and have access to personal transport.

Not Sure?

If you think you have what it takes, but don't necessarily meet every criterion above, please still get in touch. We'd love to have a chat and see if you could be a great fit.

Why Work With Us?

Competitive salary.

Flexible working arrangements.

Working in a task and goal orientated environment.

Rewarding activities.

Working in a collaborative environment where new ideas are encouraged to achieve our goals.

How to Apply

Please submit your cover letter outlining your suitability for this role & CV to the Chief Executive Officer at office@pitchandputtireland.ie before 5pm on 11/10/2025.

Successful candidates will be required to complete Garda Vetting, Child Safeguarding and other training as deemed necessary by Pitch and Putt Ireland.