



Club Development Officer

Dublin, Leinster

Job Title:	Club Development Officer
Location:	Dublin (travel required)
Direct Reporting Line To:	Director of Football
Commencement Date:	ASAP
Contract:	Specific Purpose
Salary:	Negotiable based on experience

The Dublin and District Schoolboys'/Girls' League (DDSL) was founded in 1943 to provide a structured league system for Dublin Schoolboys Football Clubs and for soccer clubs in the surrounding districts.

The Club Development Officer is responsible for building and maintaining good relationships with clubs in the DDSL. This includes supporting Club Volunteers (managers, coaches, administrators, committee members) in line with the DDSL Strategy that will make football more enjoyable for children playing the game as well as for the volunteers in clubs.

Must have a thorough understanding of the game of football in Dublin. This role will be working with volunteers in football clubs in the DDSL which is mainly evenings and weekends. Must be highly organised and efficient in their work, with the ability to multitask and prioritise in a fast-paced environment. A strong communicator, both verbally and in writing.

Duties & Responsibilities

- Work with Director of Football (DOF) to Implement the DDSLs 'Coaching & Player Development Programme' as per DDSL and FAI's strategy.
- Work with DOF to manage, recruit and support all team's coaches and volunteers who support football activities.
- Implement Leagues policies and procedures as requested by the Board.
- Work with DOF to plan, co-ordinate, schedule and implement the league's annual football events and assist in all events in the league.
- Attend/report to the DOF as requested at all League's meetings where relevant.
- Work with and support the DOF and league personnel in relation to all activities.
- Work with Clubs to ensure that they feel fully supported in running a football club.
- Support clubs' administration volunteers with any technology challenges support required.
- Work with DOF to implement a strategy to support clubs in maintaining and increasing participation.
- Work with DOF to coordinate all team activities, training, meetings, and community outreach initiatives.
- Monitor compliance with league rules and regulations.

- Create local partnerships - establishing & maintaining links with local community groups, local businesses, and youth organisations.
- Work with DOF to plan and manage events and activities in relation to football.
- Report to the DOF on all events and activities taking place.

Football

- Support Clubs, Team Managers & Coaches in line with DDSL Strategy.
- Support Clubs Manager/Coach/Volunteers development & progression.
- Work with DOF to identify, negotiate, assist, promote and implement football partnerships.
- Consult with key stakeholders/partners to maximise player development opportunity
- Work with DOF to support the coordination of DDSL ETP.
- Liaise with funding bodies on all relevant matters associated with social funding.

Child Protection

- Ensure that all legal obligations enshrined in the National Vetting Bureau (Children & Vulnerable Persons) Act 2012 to 2016 are implemented and records maintained for all staff and volunteers.
- Ensure that the League Child Safeguarding Statement is in place and is actively promoted on all media channels.
- Responsible for full implementation and adherence to Childcare Act using Children's First Guidelines
- Ensure all staff members/volunteers dealing with children have been Garda Vetted as required and have completed Safeguarding training.
- Implement child protection support training workshops for all coaches and maintain training records

Required Skills and Qualifications

- Bachelor's degree in sports management or related field.
- 5+ years' experience working in football operations/ development.
- An understanding of the Irish football landscape.
- An understanding of Club Development.
- An understanding of how to support clubs in increasing participation.
- Excellent communication and organisational skills
- Working knowledge of Microsoft Office suite and various football software programs

Preferred Skills and Qualifications

- Master's degree in sports management or related field.
- 7+ years' experience working in football operations.
- Familiarity with statistical analysis and player evaluation metrics

How to Apply

Letter of application and detailed CV should be sent (in confidence) by email to hr@ddsl.ie no later than 5pm Friday 11th July 2025.