

## CAREER OPPORTUNITY

SporTT is seeking to recruit a suitably qualified individual for the following position in the Sport Development Unit:

### OFFICER, SPORT

#### **JOB SUMMARY:**

The incumbent is required to assist in the development and execution of sports development initiatives in targeted areas or disciplines. As such, the Sport Officer aims to create opportunities for participation in sport through facilitating the capacity building that supports the implementation of Sport Development or Sport for Development programs in collaboration with NGBs, Regional and International partners.

In addition, Sport Officers manage and update data related to the activities of athletes, coaches and performances in competitions and update/create policies in relation to the Unit's engagement of stakeholders.

#### **ROLES AND RESPONSIBILITIES**

- Draft/present policies in relation to the Unit's engagement of stakeholders.
- Provide a status update from team members/ other internal and external stakeholders in reference to the workday's plans / objectives
- Support the maintenance of data related to the activities of coaches and performances in competitions
- Prepare and submit reports to Senior Coordinator, Sport Development on NGB Initiatives i.e. Board Notes
- Prepare Reconciliation Reports for Coordinator, Grants & Funding
- Collaborate with teams across departments to ensure efficient project completion
- Prepare and submit proposals and liaise with other departments to align strategies
- Liaise with NGBs & Internal/External Stakeholders to collate /disseminate information & plan/deliver Sport Development Initiatives
- Maintain and update NGB compliance status, inclusive of retaining relevant documentation and NGB requests & liaison activities for action the next workday.
- Generate & submit daily/weekly/monthly reports on NGBs initiatives as required.
- Draft/present policies in relation to the Unit's engagement of stakeholders.
- Ascertain a status update from team members/other internal/external stakeholders.
- Support the maintenance of data related to the activities of athletes, coaches & performances in competitions.
- Attend and schedule meetings (whether virtual or in person) with all NGBs under the Officer's purview or when necessary.
- Performs related work as may be required by the job functions.

## **QUALIFICATIONS**

- A recognized University Degree in Sports Management, Sport Science, Physical Education or in a related field.
- A Masters' degree in a relevant field will be considered an asset
- Or
- Any equivalent combination of experience and training

## **EXPERIENCE**

- Minimum of two (2) years' experience in a related field with a minimum of three (1-3) years' experience within an NGB, Sport Administration or a related field.
- Or
- Through demonstrated proficiency working with an NGB or Sporting Organization.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of the structure and delivery mechanisms of sport at education, institution and national levels
- Knowledge of principles of financial management, strategy development, policy formulation and project management
- Ability to express ideas orally or in writing in individual or group situations
- Ability to seek ways to continuously improve external and internal customer satisfaction with product or service quality and on-time delivery
- Ability to establish and maintain effective working relationships with colleagues and members of the public
- Ability to proactively acquire necessary technical knowledge, skills and judgment to perform job more effectively or through demonstrated proficiency in a related field
- Team oriented
- Willingness to learn and guide accordingly
- Experience working with an NGB or Sporting Organization
- Ability to write proposals and understand budgets
- Ability to use Microsoft Word and Excel to complete daily tasks
- Ability to draft email/response to external parties and stakeholders & proposals
- Ability to communicate effectively with co-workers and external parties.



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Applications with full resumes should be sent to:

**The Human Resource Department**

The Sports Company of Trinidad and Tobago Limited  
National Cycling Velodrome, Off Couva Main Road, Balmain, Couva, Trinidad & Tobago  
Email: [recruitment@sportt-tt.com](mailto:recruitment@sportt-tt.com)

Deadline for submission of applications:

**No later than:**  
**Tuesday 30<sup>th</sup> December 2025**