



Community Sports Development Officer Job Specification

Sport Ireland established the Local Sports Partnership (LSP) Network as an initiative to create a national structure to co-ordinate and promote the development of sport and participation at local level. LSPs aim to increase participation in sport and physical activity by breaking down barriers and increasing numbers of people participating and ensuring continued participation through all stages of life.

The aim of the Community Sports Development Officer funding by Sport Ireland is to strengthen and enhance the capacity of the Local Sports Partnerships to further develop locally led plans and more long term sustainable physical activity programmes under the National Physical Activity Plan (Action 46). Funding for the role of Community Sports Development Officer has been secured for this position through Sport Ireland.

Objectives:

1. Support the development of exciting and dynamic opportunities to increase participation for people who are sedentary
2. Capacity build smaller National Governing Bodies (NGBs) that do not currently have development officers and other stakeholders to deliver services to increase participation
3. Develop sustainable local leadership for sport within communities.

Job Description

Title:	Community Sports Development Officer – Fixed Term Contract.
Salary Scale:	Grade 4 administrative scale in line with the local authority grades commencing at €28,189.
Hours:	37.5 hours per week. The chosen candidate must be flexible, and willing to work evening and weekends to accommodate the service needs, for which time off in lieu can be taken.
Annual Leave:	30 days annual leave or pro rata where less than full time hours worked.
Travel Expenses:	Travelling expenses will be paid where appropriate.
Location:	Portlaoise Leisure Centre, Moneyballytyrrell, Portlaoise, Co. Laois.
Reports to:	Manager of LSP.
Duration:	1 year fixed term contract subject to satisfactory completion of a 6-month probationary period

Role of the Community Sports Development Officer

The Community Sports Development Officer (CSDO) will foster and encourage a culture of Active Participation, supporting opportunities for and access to sport and physical activity in local communities. The CSDO will address barriers to participation and encourage access and increase opportunities for participation by those who experience disadvantage for any reason. The CSDO will cover work in the below areas:

Research

- Establish a baseline in the communities chosen for interventions and conduct an audit of local clubs and update where this has already been completed

Community Activation

- Consult and work with the LSP team and local communities to identify the need and demand for new activities
- Participate in the design, organisation and implementation of physical activity programmes and events for LSP target groups.
- Encourage and foster opportunities for programme development and new initiatives with partner agencies.
- Provide guidance and support to develop sustainable community sports clubs
- Support and maintain strong links between schools and community sports clubs

Planning

- Assist with the implementation of the goals and objectives outlined in the LSP strategy
- Develop action plans in line with the needs of the community in support and contribution to the preparation of annual operational plans.

Relationship Building

- Work with smaller national governing bodies that do not currently have development officers to increase opportunities for participation

Facilitation

- Support the continued roll out of Sport Ireland's investment including Dormant Accounts Funded projects
- Coordinate and facilitate training and development opportunities
- Administration and attendance at courses that are contracted out, maintaining the standards and representing LSP
- Undertake any other relevant and related duties that may be required by LSP

Evaluation

- Implement a monitoring and evaluation framework for all projects
- Facilitate quarterly and annual reviews of the annual operational plan reporting on the effectiveness and impact of work areas.
- Measure and monitor performance indicators on the basis of the impact, which courses/programmes are having at local level.

Financial Management

- Adhere to LSP financial policies in regard to procurement of goods and services, budget planning and reporting while ensuring compliance requirements of funding agency (ies).
- Establish a financial monitoring template for the operational budget

Marketing & PR

- Assist with the preparation of an annual marketing plan for LSP including the preparation of press releases, articles and radio promotions.
- Collate material for inclusion in partner agency promotional materials such as LSP newsletter and on website, etc.
- Provide support and assistance in maintaining up-to-date databases.
- Identify and secure, in consultation with the co-ordinator, opportunities that present in the area of PR and marketing for LSP.

Health & Safety Management

- Contribute to ensuring that all facilities the company use are fully in compliance with current health & safety standards.
- Assist in the investigation of all accidents/incidents.
- Communicate all results/recommendations arising from investigations of accidents/incidents.
- Ensure that all activities undertaken as an officer of LSP are in line with codes of practice and legislation and COVID19 guidelines.



LAOIS SPORTS PARTNERSHIP
COMHAR SPÓIRT NA LAOISE

— **SPORT IRELAND** —

Community Sports Development Officer Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Relevant Degree in Sports Development, Leisure Management, Health Fitness & Leisure Studies or equivalent qualification 	<ul style="list-style-type: none"> • Tutor Qualifications such as Safeguarding, Active Leadership • Coaching Qualifications / experience
Experience	<ul style="list-style-type: none"> • One year relevant experience in Sports Development / Health / Fitness specifically in the area of behavioural change or participation development • Experience of project management and of piloting, developing and delivering sustainable physical activity based initiatives • Experience of the community and voluntary sector and the sports and recreation environment and of motivating those sectors with lower participation characteristics to become involved 	<ul style="list-style-type: none"> • Experience in the areas of education, social or community development or working in the community sector in a developmental and supportive capacity either in a paid or voluntary capacity • Experience in sports administration and/or organising training events • Good understanding of programme monitoring and evaluation • Experience of working in a project team
Skills and Competencies	<ul style="list-style-type: none"> • Strong IT, administrative and organisational skills • Ability to consult, communicate and network appropriately and effectively with all sectors of the community • Ability to monitor and evaluate work and write reports • Ability to produce and access information efficiently and accurately • Excellent communications, presentation and facilitation skills • Ability to advise, inform, motivate and support individuals and organisations 	<ul style="list-style-type: none"> • Understanding of research methods • Understanding of the public sector and local government environment • Good time management skills

	<ul style="list-style-type: none"> • Ability to prepare, monitor and manage budgets and to prepare funding applications • Ability to produce good quality publicity material 	
Attitude and Motivation	<ul style="list-style-type: none"> • Awareness of the importance and value of participation in sport / active recreation • A constructive, positive and progressive attitude to working as part of the Laois Sports Partnership team and an ability to develop partnerships with the wider community • Be motivated and committed to sports development and increasing opportunities for participation, in particular among hard to reach groups in local communities • A commitment to on-going training and development. • A self-motivated approach to work 	<ul style="list-style-type: none"> • An awareness of the role and importance of both co-ordinated and inter-agency responses to local sporting needs
Other requirements	<ul style="list-style-type: none"> • Completion the Garda Vetting process satisfactory to the Sports Partnership's requirements. • A full clean driving licence and use of personal transport for work is required. • Willingness and ability to travel. • Ability and commitment to work unsociable hours 	

Shortlisting of candidates will apply based on the information supplied at application. Canvassing will disqualify. Those shortlisted will be invited to attend for interview to be held in August 2020. Informal queries to Caroline Myers up to 24th July at 057 8671248.

Please submit your statement of suitability and CV by 3pm Monday 27st July 2020:

Ref: LSP CSDO 1, Caroline Myers, Manager,
Laois Sports Partnership, Portlaoise Leisure Centre, Moneyballytyrrell, Portlaoise, Co. Laois R32 YP11.

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