

# LAOIS SPORTS PARTNERSHIP

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COMHAR SPÓIRT NA LAOISE

— SPORT IRELAND —

**Request for tenders for**

**Rathdowney Errill Activity Hub Co-ordinator**



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LOCAL SPORTS PARTNERSHIPS

## **Strategic Planning Process**

### **Requirements**

The coordinator will facilitate their time on 70% facilitation and admin with clubs and community, and 30% of their time on programmes.

### **General**

The Co-ordinator will be based in Rathdowney, Co. Laois. This will be a contract for services. He/She will report to the Manager and work with the Laois Sports Partnership team. The Co-ordinator will facilitate and support the development of a Community Sports Hub. Their role will be to facilitate, support and build capacity in Rathdowney/Errill area, which will develop and expand the range of opportunities for the people of Laois to more fully participate in sporting and physical activity. The Co-ordinator will work closely with sports clubs, community-based organisations and National Governing Bodies of Sport to a) support the development of exciting and dynamic opportunities to increase participation in sport and physical activity, b) to build capacity with stakeholders and smaller NGB's to deliver services not currently in the area and c) to develop sustainable local leadership for sport and d) Monitoring & Evaluation. In line with the Laois Sports Partnership Strategy specific groups will be targeted such as young people, older adults, women, people with disabilities etc.

### **Planning & Programme Management**

- Contribute to and assist with the implementation of the LSP Strategy.
- Support and contribute to the preparation of operational plan for the delivery of a Community Sports Hub.
- Facilitate review of the operational plan reporting on the effectiveness and impact.
- Establish a sports forum to enable clubs to work together.
- Build strong links between schools and community sports clubs
- Bridge barriers identified such as people barriers, institutional barriers and gaps in facilities
- Develop greater awareness of what's available/upcoming events among members in the community
- Promote the benefits of physical activity throughout the community
- Implement resolutions of health and safety issues such as improved lighting, signage, designated tracks and footpaths.
- Create and promote opportunities for outdoor sports in the area such as walking, cycling, water based activities etc.

- Co-ordinate and facilitate training and development opportunities
- Implement a monitoring and evaluation framework for all projects identified
- Implement NGB courses to upskill volunteers
- Support the roll out of all LSP activities including any of Sport Ireland National Programmes as required.
- Contribute to ensuring that all LSP programmes and courses are operated on a user-friendly professional basis.
- Encourage and foster opportunities for programme development and new initiatives with Partner agencies.
- Facilitate and support the development of locally based initiatives and sports clubs as an integral part of the LSP strategy.
- Initiate and maintain close contact with voluntary and community-based sporting organisations.
- Encourage a lifestyle of regular physical activity as an objective of LSP and partner agencies.
- Carry out research and needs analysis as appropriate
- Measure and monitor performance indicators based on the impact which LSP courses/programmes are having at local level.

#### **Specific Areas of Responsibility (may be shared with other Development Staff)**

- Implementation of local and national programmes and training such as Safeguarding, Active leadership, Go for Life, Sport Leader Award etc
- Research, administration, planning, organising and delivery of relevant courses, workshops
- Administration of and attendance at courses that are contracted out, maintaining the standards and representing LSP
- Reports and regular updates to the Manager, Board, and Sport Ireland as required.
- Undertake any other relevant and related duties that may be required by LSP

#### **Marketing & PR**

- Support and assist preparations for hosting of seminars, workshops, conferences
- Collate material for inclusion in LSP Newsletter.
- Provide support and assistance in maintaining up-to-date databases.
- Encourage all participants on LSP courses/programmes to utilise the services on offer.
- Identify and secure, in consultation with the Manager, opportunities that present in PR & marketing for LSP.
- Prepare, in consultation with the Manager, regular press releases on upcoming events and successful achievements.
- Social Media management for Hub & community events ie Facebook, Instagram

#### **Health & Safety Management**

- Report to/work with the Manager in promoting health & safety awareness / best practice amongst all staff
- Contribute to ensuring that all facilities the company use are fully in compliance with current health & safety standards
- Assist with the investigation of all accidents / incidents
- Communicate all results/recommendations arising from investigation of accidents/incidents

- Ensure that all activities undertaken as an officer of LSP are in line with appropriate codes and legislation.

The post is a part-time 18 month fixed term contract subject to funding and also subject to satisfactory completion of a 6-month probationary period. The Co-ordinator will work a 20-hour week. Some flexibility of hours may be required for evening and/or weekend work to accommodate the service needs, for which time off in-lieu can be taken.

### **Qualifications & Experience**

Two years relevant experience desirable but not essential in Sports Development/Health/Fitness

- Knowledge of programmes/training and water based activities
- Experience desirable in the areas of education, social or community development work or of working in the community sector in a developmental and supportive capacity either in a paid or voluntary role
- An understanding of the community and voluntary sector and the sports and recreation environment and of motivating those sectors with lower participation characteristics to become involved.

### **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.
- Strong administrative and organisational skills
- 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.
- Ability to prepare, monitor and manage budgets and to prepare funding applications
- Ability to produce good quality publicity material

### **Timeframe:**

The closing date for receiving proposals is **Friday 7<sup>th</sup> April (5.00pm)**

It is anticipated that the board of management will have selected a candidate within one week of this date.

### **Responses must include:**

- Outline of how you view this role and how you plan to engage the clubs/organisations and wider community in supporting them to increase participation in sport and physical activity.
- Outline proposed programmes and training to engage greater participation.
- Description of expertise and experience
- Breakdown of time allocations
- Identification of any conflicts of interest
- Referee: contact details must be supplied for 2 referees' that the management group can contact **and** two examples of similar work carried out voluntary or involuntary

### **Budget:**

The budget available for the total project will be no more than €17,000 annually (Including expenses)



A current tax clearance certificate will be required. This contract will be awarded on the basis of a fixed price contract, and as such, all costs must be quoted (and clearly indicated) as a fixed price in Euro. The successful consultant is expected to work within the agreed budget and report regularly on budgetary issues. Consideration will be given to competitive tenders.

**Lodging a Tender:**

- Late proposals will not be considered.
- All supporting material and documentation should be included in the response.
- All costs associated with the contractors response to the Request for Tender will be the responsibility of the contractor.
- Tender proposals can be emailed as per contact details below

**Tender Acceptance:**

- Laois Sports Partnership is not bound to accept the lowest or any tender and will award the contract to its best advantage.
- All unsuccessful tenders will also be advised of the decision.
- Unless otherwise expressly agreed, there shall be no binding contract between the tender and the LSP unless or until, a written contract is signed by both parties.

**Laois Sports Partnership expressly reserves the right to:**

- Extend the time of lodgement of responses to the Request for Tender and/ or to vary the timings and process for their Request for Tender.
- Vary any requirements of the services required for the Request for Tender.
- Following evaluation, accept or reject any or all responses to the Request for Tender.
- Seek and obtain clarification of any responses to the Request for Tender, including additional information.
- Request providers to amend their responses.
- Accept any proposal in part or in total.

**Tender Evaluation Process:**

Initially the tender proposals will be checked for compliance with the Request for Tender conditions. Potential consultants will be assessed both on their tender proposal and if required, a follow up interview. They will be assessed against the following major attributes:

1. Proven capability and experience in relevant field of work (400)
2. Methodology (how you propose to carry out the work) (300)
3. Cost (300)
4. Time - consideration given to timeline under which the work can be completed

\*A minimum threshold of 100 in any one category will be necessary

**Copyright and Confidentiality**

The contractor will be required to assign copyright of the reports to Laois Sports Partnership. Copyright for any illustrations or other material used should be cleared by the contractor. Sections of the report may be made available for public use by Laois Sports Partnership.

**Freedom of Information**

Laois Sports Partnership operates under the Freedom of Information Act 1997 and all information held by the Sports Partnership (including proposals submitted in response to this brief) may be subject to requests under the Act.

**Contact:**

Please return tender by email with all queries directed to same:

**Closing Date: Friday 7<sup>th</sup> April (5pm)**

**Caroline Myers, Coordinator, Laois Sports Partnership**

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Email: [cmyers@laoissports.ie](mailto:cmyers@laoissports.ie)