



## **Laois Sports Partnership Co-ordinator Rathdowney Errill Activity Hub Job Description**

Experience, Ability and Enthusiasm to develop a Community Sports Hub by co-ordinating, facilitating and building capacity to enable the community to develop and deliver their plans to support greater levels of physical activity for Laois Sports Partnership in the promotion and development of Sport in Laois.

### **General**

The Co-ordinator will be based in Laois. 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
- Set up a committee to explore the development of a Community Centre
- Set up a Community Sports Hub Advertising board
- 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.
- Draw up a plan of activities which will highlight equipment needs.
- Create and promote opportunities for outdoor sports in the area such as walking, cycling 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.

### **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 1-year fixed term contract, subject to satisfactory completion of a 2-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.

The annual leave allowance is 15 days.

Travelling expenses will be re-imbursed where appropriate.

Shortlisting of candidates may apply based on the information supplied. Canvassing will disqualify. Those selected will be invited to attend for interview to be held early February.



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Co-ordinator Rathdowney Errill Activity Hub  
Personal Specification**

**Health**

Candidates shall be in a state of health which would indicate a reasonable prospect of ability to render regular and efficient service.

**Qualifications & Experience**

- Relevant qualification in Sports Development from recognised bodies or equivalent qualification
- Three years relevant experience desirable but not essential in Sports Development/Health/Fitness
- 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
- Good I.T. skills

**Attitude and Motivation**

- 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
- A self-motivated approach to work
- An awareness of the role and importance of both co-ordinated and inter-agency responses to local sporting needs.

**Transport**

- A full clean driving licence and use of personal transport for work is required. Willingness and ability to travel.

