



Sligo Sport and Recreation Partnership Community Sports Development Officer (Fixed Term Contract – 12 months)

Job Description

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 (CSDO) position is to strengthen and enhance the capacity of Sligo Sport and Recreation Partnership (SSRP) to further develop locally led plans and more long term sustainable physical activity programmes in line with the objectives of the National Sports Policy and SSRP strategic plan. The officer will be required to demonstrate capacity to implement and drive sports development initiatives working as part of an experienced, highly effective and innovative team.

Objectives:

- Support the development of new and dynamic opportunities to increase participation among key target groups with a particular focus on disadvantaged communities.
- Facilitate training and capacity building within communities thereby developing sustainable local leadership for sport within communities.
- Develop networks and foster partnerships with a diverse range of stakeholders and support them in delivering services to increase participation.

Post Details:

Length of contract	This role is offered on a fixed term contract for 12 months , subject to satisfactory completion of a 6-month probationary period.
Hours	The CSDO will work 35 hours a week. Flexibility of hours will be required for evening and/or weekend work to accommodate the service needs, for which time off in-lieu can be taken.
Job Location	Office based in Sligo Town with a remit for County Sligo
Reporting to	SSRP CEO
Salary & Travel	The salary is on the Grade IV public sector scale Travel expenses will be reimbursed where appropriate.
Closing date	12 noon on Wednesday 30th October 2024.
Interviews	Those selected will be invited to attend for interview on Thursday 7th November.
Application	Please send Cover Letter <u>clearly indicating the post you are applying for and Curriculum Vitae</u> by email to: Deirdre Lavin, CEO at info@sligosportandrecreation.ie

Candidates must demonstrate in their application that they possess the essential elements applicable in the person specification. Sligo Sport and Recreation Partnership will then decide to interview only those

applicants who appear from the information available, to be the most suitable, in terms of experience, qualifications and other requirements of the post.

Role of the Community Sports Development Officer

The Community Sports Development Officer 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.

Specific tasks for the CSDO will be determined locally having regard to the overall job purpose in line with Sligo Sport and Recreation Partnership Strategic Plan and with reference to particular priorities identified in the sports strategy for the area. The following represents an indicative list from which the CSDO tasks may be drawn.

Planning

- Assist the SSRP Programme Manager in the development, delivery and reporting and review of the LSP strategic plan and annual operational plan.
- Develop and implement an annual work programme in line with SSRP strategy and actions arising from LSP strategic objectives.
- Manage a comprehensive range of physical activity programmes and events for a range of target groups with a view to creating sustainable participation with a focus on disadvantaged groups.
- Support regular reviews of the annual operational plan reporting on the effectiveness and impact of work areas.

Community Activation

- Engage with communities and target groups by consulting with participants and local partners to assess needs and develop sustainable approaches to providing participation opportunities.
- Identify key stakeholders and community host organisations to ensure engagement across the community and involvement with relevant target groups.
- Lead in the design, organisation and facilitation of physical activity programmes and events for LSP target groups with a focus on empowering communities through training and development to become leaders in programme implementation.
- Proactively encourage and foster opportunities for programme development and new initiatives with partner agencies at statutory and community level.
- Provide guidance and support to develop sustainable community sports clubs.
- Establish opportunities for training and education courses to build capacity of volunteers, coaches, tutors and community/ club personnel.
- Source and develop appropriate tutors/coaches for the SSRP Community Coaches Database to ensure ongoing availability of suitably qualified personnel for delivery of programmes.

Relationship Building

- Work with SSRP staff team, agencies, community organisations and sports clubs to facilitate participation in sport and physical activity.
- Work with National Governing Bodies of Sport with a focus on smaller NGBs with less capacity to increase opportunities for participation in sport and physical activity.

Research/ Evaluation

- Establish a baseline in the communities chosen for interventions and conduct an audit of targeted communities/ clubs.
- Implement a monitoring and evaluation framework for all projects.

Financial Management

- Carefully manage the budget and reporting requirements to the SSRP CEO, Board and funders for all responsibility areas.
- Adhere to SSRP financial policies concerning procurement of goods and services, budget planning and reporting while ensuring compliance requirements for relevant funding agency.
- Establish a financial monitoring template for tracking the financial budget allocated for the annual programme of work.

Marketing & PR

- Assist with the preparation of the LSP communications plan including the preparation of press releases and radio promotions.
- Collate material for inclusion in promotional materials such as LSP newsletter and LSP website and proactively engage with social media platforms and other communication channels to promote areas of work.
- Identify and secure, in consultation with the SSRP Programme Manager and colleagues' opportunities that present in PR and marketing for SSRP.

Health & Safety Management

- Contribute to ensuring that all programmes and events facilitated is fully compliant with current health & safety standards.
- Oversee the investigation of any accidents/incidents linked to work programme and communicate all results/recommendations arising from investigations of accidents/incidents to the SSRP CEO.
- Ensure all activities undertaken as an employee of SSRP are in line with the Sport Ireland Sports Governance Code and legislation.

Other

- Participate in the design, organisation and implementation of projects/events identified by SSRP as key to the strategic development of sport and physical activity in Sligo.
- Undertake other duties as required by the Board/ SSRP CEO from time to time.

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Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Relevant Degree in Sports Development, Leisure Management, Health Science, Health Promotion or equivalent qualification. 	<ul style="list-style-type: none"> Coaching qualifications/experience in leading community sport.
Experience	<ul style="list-style-type: none"> A minimum of one-year relevant experience in Sports Development/Health/Fitness. Experience in project management and planning, co-ordinating and delivering sustainable sporting & recreational programmes. 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 work or of working in the community sector in a developmental and supportive capacity either in a paid or voluntary role. Experience working in sports administration and/or organising training events. Programme monitoring and evaluation experience. Experience 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, access and disseminate 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 time management skills. 	<ul style="list-style-type: none"> Understanding of research methods. Understanding of the public sector and community development environment.

Attitude and Motivation	<ul style="list-style-type: none"> • Awareness of the importance and value of participation in sport/physical activity. • A constructive, positive and progressive attitude to working as part of the Sligo Sport and Recreation Partnership team and an ability to develop partnerships with the wider community. • Be motivated by and committed to sports development and increasing opportunities for participation, in particular among hard to reach groups in local communities. • 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 co-ordinated and integrated inter-agency responses to local sporting, social and community development needs.
Other Requirements	<ul style="list-style-type: none"> • Garda Vetting Clearance. • Full, clean driving licence and use of personal transport for work. • Willingness and ability to travel. • Ability and commitment to work evenings and weekends as required. 	

Note:

Short-listing of candidates may apply. The posts are subject to Garda Vetting. Sligo Sport and Recreation Partnership is an Equal Opportunities Employer.

Interviews for those shortlisted will take place in person on Thursday 7th November 2024.