



Waterford Sports Partnership Part-time Sports Development Officer (3 days a week) Job Description

General

The Part-time Sports Development Officer (SDO) will be based in Waterford City. He/She will report to the Sports Co-ordinator and work with the Waterford Sports Partnership (WSP) team. The SDO will:

- facilitate and support the development of initiatives in the Waterford City and County area, which will develop and expand the range of opportunities for the people of Waterford to more fully participate in sporting and physical activity. In line with the Waterford Sports Partnership Strategy 2014-2017 specific groups will be targeted such as young people, older adults, women, people with disabilities etc.
- work closely with sports clubs, community based organisations and National Governing Bodies of Sport to promote quality experiences for participation and to support their work locally.

Supporting the Implementation of the WSP Strategy

In supporting the work of WSP, the SDO will:

- Contribute to and assist with the implementation of the WSP Strategy and Operational Plan
- Support and contribute to the preparation of annual operational plans for the delivery of the WSP Strategy.
- Facilitate annual review of the operational plan reporting on the effectiveness and impact.
- Support the roll out of all WSP activities including any of the Irish Sports Council National Programmes and mass participation events as required.
- Participate in the design, organisation and implementation of projects/events identified by WSP as key to the strategic development of sport and physical activity in Waterford
- Contribute to ensuring that all WSP 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 WSP strategy.
- Initiate, facilitate and maintain close contact with voluntary and community based sporting organisations.
- Encourage a lifestyle of regular physical activity as an objective of WSP and partner agencies.
- Carry out research and needs analysis as appropriate
- Measure and monitor performance indicators on the basis of the impact which WSP courses/programmes are having at local level.

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

- Implementation of local and national programmes, events and training including WSP Primary Schools Programmes, Buntús Start, National Play Day, National Recreation Week etc.
- Research, administration, planning, organising and delivery of relevant courses, workshops and seminars
- Administration of and attendance at courses that are contracted out, maintaining the standards and representing WSP
- Reports and regular updates to the Co-ordinator, Board and ISC as required.
- Undertake any other relevant and related duties that may be required by WSP.

Administration, Marketing & PR

- Provide support and assistance in maintaining up to date databases
- Support and assist preparations for hosting of seminars, workshops, courses etc
- Promote and encourage all participants on WSP courses/programmes to utilise the services on offer
- Prepare, in consultation with the Co-ordinator, pre and post press releases for events and programmes and identify and secure opportunities in the area of PR & marketing for WSP
- Market and promote all WSP programmes and activities using various forms of media including newspapers, WSP newsletter, website, facebook, texting, emails etc.

Health & Safety Management

- Report to/work with the Co-ordinator 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 any accident/incidents and communicate results/recommendations arising from the investigation
- Ensure that all activities undertaken as an officer of WSP are in line with appropriate codes and legislation.

The post is a one year specific purpose contract, subject to satisfactory completion of a 6 month probationary period. The SDO will work a 21 hour week. Some 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.

The annual leave allowance is 18 days.

The Salary is on the Grade V local authority scale (€24,127). Travelling expenses will be re-imbursed where appropriate.

Shortlisting of candidates may apply based on the information supplied. Canvassing will disqualify. Those shortlisted will be invited to attend for interview to be held on **18 March 2015**.



WATERFORD SPORTS PARTNERSHIP

Part-time Sports Development Officer (3 days a week)

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 third level qualification to degree level in Sports Development, Sports and Recreation, Health Promotion or other relevant disciplines
- Relevant experience in Sports Development/Health/physical activity/recreational development
- 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
- 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.
- Excellent administrative, organisational and IT 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

Attitude and Motivation

- A constructive, positive and progressive attitude to working as part of the Waterford 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 driving licence and use of personal transport for work is required. Willingness and ability to travel.