

Waterford Sports Partnership 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 (CSDO) 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 CSDO 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.

Post Details

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| Length of contract | This role is offered on a fixed term contract for 12 months , subject to satisfactory completion of a 3 month probationary period. |
| Hours | The CSDO will work 35 hours a week. This position will require flexibility around working hours with regards to evening and/or weekend work to accommodate the service needs, for which time off in-lieu can be taken. |
| Job Location | Dungarvan |
| Reporting to | Sports Co-ordinator |
| Salary & Travel | The Salary is in line with the Grade IV local authority scale commencing at €27,567. Travel expenses will be reimbursed where appropriate. |
| Closing date for applications | 11am Tuesday 19th March 2019 |
| Interviews | Those selected will be invited to attend for interview to be held week commencing April 1 st . |

Application

Please send Cover Letter and Curriculum Vitae by email or post to:

The Sports Co-ordinator, Waterford Sports Partnership, Civic Offices,
Dungarvan, Co. Waterford.

Email: rkealy@waterfordsportspartnership.ie

Candidates must demonstrate in their application that they possess all of the essential elements applicable in the person specification. Waterford Sports 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 primary role of the Community Sports Development Officer (CSDO) will be to plan, deliver and evaluate physical activity programmes and training events for our target groups. The 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/programmes 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 WSP team and local communities to identify the need and demand for new activities
- Plan, deliver and evaluate physical activity programmes and training events for all WSP target groups with particular focus on walking, cycling, running, swimming, rowing and orienteering.
- Provide guidance and support to develop sustainable community sports clubs/groups
- Tackle local barriers to participation through targeted programmes and initiatives
- Support and maintain strong links between schools, community sports clubs and community facilities.

Planning

- Develop action plans in line with the needs of the community and WSP strategy

Relationship Building

- Work with smaller national governing bodies that do not currently have development officers to increase opportunities for participation and develop and strengthen relationships with local community groups and organisations.

Facilitation

- Support the continued roll out of Sport Ireland's investment including Dormant Accounts Funded projects
- Coordinate and facilitate training and development opportunities

Evaluation

- Implement a monitoring and evaluation framework for all projects

Financial Management

- Carefully manage the budget and reporting requirements to Co-ordinator, Board and funders for all responsibility areas.

**Waterford Sports Partnership
Community Sports Development Officer
Person Specification**

| | Essential | Desirable |
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| Qualifications | <ul style="list-style-type: none"> • Relevant Degree in Sports Development, Leisure Management, Health Fitness & Leisure Studies, Health Promotion or equivalent qualification | <ul style="list-style-type: none"> • Qualified Safeguarding/Active Leadership tutor • Walking leader/Cycling coaching qualifications and experience • Coaching qualifications/experience particularly in athletics, swimming, orienteering, rowing. |
| Experience | <ul style="list-style-type: none"> • One year relevant experience in Sports Development/Health/Fitness • Experience in 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 • Good understanding of Programme monitoring and evaluation • 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 | <ul style="list-style-type: none"> • Understanding of research methods • Understanding of the public sector and local government environment • Good time management skills |
| 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 | <ul style="list-style-type: none"> • An awareness of the role and importance of co-ordinated and integrated inter-agency responses to |

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| | <p>to working as part of the Waterford Sports Partnership team and an ability to develop partnerships with the wider community</p> <ul style="list-style-type: none"> • 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 & development • A self-motivated approach to work. | <p>local sporting, social and community development needs.</p> |
| <p>Other Requirements</p> | <ul style="list-style-type: none"> • 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. | |

