

## **Waterford Sports Partnership Assistant Sports Development Officer (REF: WSP ASDO) Job Specification**

### **Post and Application Details**

Length of contract	The role is offered on a fixed term contract for <b>12 months</b> , subject to satisfactory completion of a 3 month probationary period.
Hours	The SDO will work <b>28 hours a week</b> . 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.
Job Location	Dungarvan
Reporting to	Sports Co-ordinator
Salary & Travel	The Salary is point 1 on the Grade IV local authority scale - €22,054 (4 days). Travel expenses will be reimbursed where appropriate.
Closing date	<b>1pm Tuesday 4<sup>th</sup> June</b>
Interviews	Those selected will be invited to attend for interviews to be held week commencing 17 <sup>th</sup> June
Application	<b>Please send Cover Letter and Curriculum Vitae by email or post to :</b> Ref: WSP ASDO, The Sports Co-ordinator, Waterford Sports Partnership, Civic Offices, Dungarvan, Co. Waterford. Email - rkealy@waterfordsportspartnership.ie All applications <u>must</u> specify the post being applied for by quoting the reference above.

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.

The Assistant Sports Development Officer (ASDO) will be based in Dungarvan. There will be two aspects to the role:

1. The ASDO will facilitate and support the development of initiatives which will develop and expand the range of opportunities for people with a disability to participate in sport and physical activity. The ASDO will work closely with sports clubs, disability organisations, community based organisations and National Governing Bodies of Sport to promote quality experiences for participation and to support their work locally.
2. The ASDO will support the planning, delivery and evaluation of sport and physical activity programmes and training events for all with a particular focus on older adults, men and sports clubs. The ASDO will foster and encourage a culture of active participation, supporting opportunities for and access to sport and physical activity in local communities. The ASDO will

address barriers to participation and encourage access and increase opportunities for participation by those who experience disadvantage for any reason.

### **Areas of Responsibility**

- **WSP Strategy** - Contribute to and assist with the implementation of the WSP Strategy and the preparation of annual operational plans for its delivery. Facilitate annual reviews of the operational plan reporting on the effectiveness and impact.
- **Programmes, Events, Training**
  - Support the roll out of all WSP activities including any of Sport Ireland's (SI) National Programmes as required.
  - Support the development and implementation of WSP's disability inclusion programme including local and national programmes and training
  - Develop and implement programmes and initiatives to support sports club development and increase participation of all WSP target groups in particular older adults and men
  - 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.
  - Research, administration, planning, organising and delivery of relevant courses, workshops and seminars and attendance at courses that are contracted out, maintaining high standards and representing WSP appropriately
  - 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
  - Initiate 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.
- **Relationship Building** - Work with WSP current and potential partners and stakeholders including local community groups and organisations, sports clubs, NGBs etc to develop and strengthen relationships
- **Finance and Budget Management** – carefully manage the budget and reporting requirements to Co-ordinator, Board and funders for all responsibility areas.
- **Reporting and Evaluation** – prepare reports and regular updates to the Co-ordinator, Board and funders as required including, Operational Plan etc. Carry out research and needs analysis as appropriate and as required by the funders. Measure and monitor performance and the impact of WSP activities.
- **Marketing and Communications** – develop and maintain a comprehensive database of organisational and key contacts and prepare clear marketing and communications plans for the programme and individual activities. Manage the production of the Hub newsletter and collate material for inclusion in the WSP Newsletter. Prepare regular press releases on upcoming events and successful achievements.
- **Administration** - Provide support and assistance in maintaining up-to-date databases.
- **Health & Safety Management** – promote good practice in health and safety awareness practice for all WSP activities. Ensure best practice for use of facilities and WSP activities. Ensure that all activities undertaken as an officer of WSP are in line with appropriate codes and legislation.
- Undertake any other relevant and related duties that may be required by WSP.

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**Person Specification**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Relevant Degree in Sports Development, Leisure Management, Health Fitness &amp; Leisure Studies, Health Promotion or equivalent qualification</li> </ul>	<ul style="list-style-type: none"> <li>• Qualified Safeguarding/Active Leadership tutor</li> <li>• Qualifications in Disability Awareness etc.</li> <li>• Walking leader/Cycling coaching qualifications and experience</li> <li>• Coaching qualifications/experience</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• One year relevant experience in Sports Development/Health/Fitness</li> <li>• Experience in planning, co-ordinating and delivering sustainable sporting &amp; recreational programmes</li> <li>• 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.</li> </ul>	<ul style="list-style-type: none"> <li>• 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</li> <li>• Experience working in sports administration and/or organising training events</li> <li>• Experience working with people with a disability particularly in the area of sport</li> <li>• Good understanding of Programme monitoring and evaluation</li> <li>• Experience working in a project team</li> </ul>
<b>Skills and Competencies</b>	<ul style="list-style-type: none"> <li>• Strong IT, administrative and organisational skills</li> <li>• Ability to consult, communicate and network appropriately and effectively with all sectors of the community</li> <li>• Ability to monitor and evaluate work and write reports.</li> <li>• Ability to produce, access and disseminate information efficiently and accurately.</li> <li>• Excellent communications, presentation and facilitation skills.</li> <li>• Ability to advise, inform, motivate and support individuals and organisations.</li> <li>• Ability to prepare, monitor and manage budgets and to prepare funding applications</li> <li>• Ability to produce good quality publicity material</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of research methods</li> <li>• Understanding of the public sector and local government environment</li> <li>• Good time management skills</li> </ul>

<b>Attitude and Motivation</b>	<ul style="list-style-type: none"> <li>• Awareness of the importance and value of participation in sport/physical activity.</li> <li>• 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</li> <li>• Be motivated by and committed to sports development and increasing opportunities for participation, in particular among hard to reach groups in local communities</li> <li>• Commitment to on-going training &amp; development</li> <li>• A self-motivated approach to work.</li> </ul>	<ul style="list-style-type: none"> <li>• An awareness of the role and importance of co-ordinated and integrated inter-agency responses to local sporting, social and community development needs.</li> </ul>
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>• Full, clean driving licence and use of personal transport for work</li> <li>• Willingness and ability to travel</li> <li>• Ability and commitment to work evenings and weekends as required.</li> </ul>	

