



### **Acting Community Sports Development Officer**

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 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 Community Sports Development Officer 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.

#### **Job Description**

<b>Title:</b>	Acting Community Sports Development Officer
<b>Salary Scale:</b>	Grade 4 administrative scale in line with the local authority grades commencing at €29,253
<b>Hours:</b>	37.5 hours per week. The chosen candidate must be flexible, and willing to work evening and weekends to accommodate the service needs, for which time off in lieu can be taken.
<b>Annual Leave:</b>	26 days annual leave and pro rata where less than full time hours worked.
<b>Travel Expenses:</b>	Travelling expenses will be paid where appropriate.
<b>Location:</b>	KRSP Offices, Kilkenny City
<b>Reports to:</b>	Kilkenny Recreation & Sports Partnership Sports Co-ordinator.
<b>Duration:</b>	Specified purpose contract to cover the CSDO position terminating on 8 <sup>th</sup> April 2024. Subject to satisfactory completion of a 6-month probationary period  KRSP shall require the person to whom the appointment is offered to take up such appointment as soon as possible.

## **Role of the Community Sports Development Officer**

The Community Sports Development Officer (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.

Specific tasks of the CSDO will be determined locally having regard to the overall job purpose (as set out above) in line with Kilkenny Recreation & Sports Partnership Strategic Plan and with reference to any particular issues, challenges and priorities identified in the sports strategy for the area. The following represents an indicative list from which the CSDO tasks may be drawn depending on the above factors.

### **Planning & Programme Management**

- Assist with the implementation of the goals and objectives outlined in the KRSP strategy, National Sports Action Plan, National Physical Activity Plan, Local Economic Community Plan and actions arising out of these objectives.
- Support and contribute to the preparation of annual operational plans for the delivery of the strategic objectives.
- Facilitate quarterly and annual reviews of the annual operational plan reporting on the effectiveness and impact of work areas.
- Participate in the design, organisation and implementation of KRSP projects/events including any of Sport Ireland's National Programmes as required
- Develop and implement programmes and initiatives to increase participation of targeted low participation groups with a focus on disadvantaged areas
- Adhere to KRSP financial policies concerning procurement of goods and services, budget planning and reporting while ensuring compliance requirements of funding agency (ies). Establish a financial monitoring template for the operational budget.
- Contribute to ensuring that all programmes and courses operate on a user-friendly professional basis.
- Work with KRSP current and potential partners and stakeholders including local community groups and organisations, sports clubs, NGBs, partner agencies to develop and strengthen relationships.
- Carry out research and needs analysis as appropriate.
- Implement a monitoring and evaluation framework for all projects. Measure and monitor performance indicators based on the impact, which courses/programmes are having at local level.
- Administrate programmes and events including maintaining up-to-date databases.

### **Specific Areas of Responsibility**

- Establish a baseline in the communities chosen for interventions and conduct an audit of local clubs and update where this has already been completed
- Develop and support the implementation of a comprehensive range of physical activity programmes and events for relevant target groups with a view to creating sustainable participation.
- Work with smaller national governing bodies that do not currently have development officers to increase opportunities for participation
- Provide guidance and support to develop sustainable community sports clubs
- Support and maintain strong links between schools and community sports clubs
- Support the continued roll out of Sport Ireland's investment including Dormant Accounts Funded projects
- Organise and facilitate training and development opportunities including research, administration, planning, organisation and delivery of relevant courses, workshops and seminars with a view to sustainable development of activities, volunteers, clubs etc.
- Administration and attendance at courses that contracted out, maintaining the standards and representing KRSP.

- Manage the purchase, storage and shared use of equipment including loan agreements or leases.
- Reports and regular updates to the Co-ordinator, KRSP Board, Local Community Development Committee, Healthy Ireland and Sport Ireland as required.
- Undertake any other relevant and related duties that may be required by KRSP.

#### **Marketing & PR**

- Assist with the preparation of a marketing plan including the preparation of press releases, articles and radio promotions.
- Collate material for inclusion in partner agency promotional materials such as KRSP newsletter and on website, funding agency updates.
- Identify and secure, in consultation with the co-ordinator, opportunities that present in the area of PR and marketing for KRSP.

#### **Health & Safety Management**

- Contribute to ensuring that all facilities the company use are fully compliant with current health & safety standards.
- Assist in the investigation of all accidents/incidents.
- Communicate all results/recommendations arising from investigations of accidents/incidents.
- Ensure that all activities undertaken as an officer of KRSP are in line with codes of practice and legislation.

Shortlisting of candidates may apply based on the information supplied at application. Canvassing will disqualify. Those shortlisted will be invited to attend for interview to be held in November/December 2021.

**Sports Development Officer  
Person Specification**

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>Relevant Degree in Sports Development, Leisure Management, Health Fitness &amp; Leisure Studies or equivalent qualification</li> </ul>	<ul style="list-style-type: none"> <li>Tutor Qualifications such as Safeguarding, Active Leadership</li> <li>Coaching Qualifications / experience</li> </ul>
Experience	<ul style="list-style-type: none"> <li>One year relevant experience in Sports Development / Health / Fitness specifically in the area of behavioural change or participation development</li> <li>Experience of project management and of piloting, developing and delivering sustainable physical activity based initiatives</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 or working in the community sector in a developmental and supportive capacity either in a paid or voluntary capacity</li> <li>Experience in sports administration and/or organising training events</li> <li>Good understanding of programme monitoring and evaluation</li> <li>Experience of working in a project team</li> </ul>
Skills and Competencies	<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 and access 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>
Attitude and Motivation	<ul style="list-style-type: none"> <li>Awareness of the importance and value of participation in sport / active recreation</li> <li>A constructive, positive and progressive attitude to working as part of the Kilkenny Recreation &amp; Sports Partnership team and an ability to develop partnerships with the wider</li> </ul>	<ul style="list-style-type: none"> <li>An awareness of the role and importance of both co-ordinated and inter-agency responses to local sporting needs</li> </ul>

	community <ul style="list-style-type: none"> <li>• Be motivated and committed to sports development and increasing opportunities for participation, in particular among hard to reach groups in local communities</li> <li>• A commitment to on-going training and development.</li> <li>• A self-motivated approach to work</li> </ul>	
Other requirements	<ul style="list-style-type: none"> <li>• Completion the Garda Vetting process satisfactory to the Sports Partnership's requirements.</li> <li>• A full clean driving licence and use of personal transport for work is required.</li> <li>• Willingness and ability to travel.</li> <li>• Ability and commitment to work unsociable hours</li> </ul>	

Please submit a statement of suitability and CV **Ref: KRSP CSDO** by **3pm Wednesday 17<sup>th</sup> November 2021** to [info@krsp.ie](mailto:info@krsp.ie)

Interviews will take place in person or by virtual means in November/December 2021 in line with Government guidelines. Informal enquires to Nicola Keeshan up to 12<sup>th</sup> November 2021 at 087 051 6033.

This post is subject to Sport Ireland and Kilkenny County Council funding.

Kilkenny Recreation & Sports Partnership is an Equal Opportunities Employer



**SPORT IRELAND**  
LOCAL SPORTS PARTNERSHIPS



Kilkenny County Council  
Comhairle Chontae Chill Chainnigh