



Kilkenny Recreation & Sports Partnership Programme Manager

Job Description

Title:	Programme Manager
Salary Scale:	Grade 6 administrative scale in line with the local authority grades commencing at €55,641.
Hours:	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.
Annual Leave:	28 days annual leave applied pro-rata
Travel Expenses:	Travelling expenses will be paid where appropriate.
Location:	Kilkenny City The normal place of work is Kilkenny Recreation & Sports Partnership, 5 Dean Street, Kilkenny R95HD79 or any other location that may be required during the course of employment. The Company reserves the right to relocate its premises, in which case staff will be notified in writing.
Reports to:	Kilkenny Recreation & Sports Partnership Chief Executive Officer (CEO).
Duration:	Fixed term contract of 3 years subject to satisfactory completion of a 6-month probationary period.

The Programme Manager will directly support the CEO within the management function of KRSP. The officer will be required to manage the KRSP sports development team and their programme of work. The role will involve supporting and contributing to the delivery of the overall KRSP strategic plan and the development and review of relevant policies on an ongoing basis. The Programme Manager will be required to keep informed about changes, developments and innovations that impact on the role and strategies of KRSP.

The following is a list, though not exhaustive, of the primary duties relating to the position of Programme Manager. The appointed person will:

Strategy & Governance

- Assist with the development, delivery and reporting of the KRSP's Strategy & Annual Operation Plan.
- Provide direct support to the CEO and KRSP team to achieve a co-ordinated approach to the development of sport and physical activity throughout the community and for agreed target groups.
- Co-ordinate and manage, on behalf of the CEO, reviews of the annual operational plan reporting on the effectiveness and impact of work areas.

Management & Programming

- Manage and co-ordinate the work activities of staff to achieve the goals and

objectives of KRSP.

- Be responsible for leading staff, monitoring performance and identifying training and development needs.
- Plan and manage the recruitment and work activities of work placement students, volunteers, tutors and activity providers.
- Assist the CEO in facilitating staff meetings and promoting collaborative approaches among staff.
- Supporting the CEO in dealing with conflictual situations within and external to KRSP.
- Create and facilitate a comprehensive range of physical activity programmes and events for relevant target groups with a view to creating sustainable participation.
- Support the CEO regarding the implementation of accurate and efficient reporting structures.
- Manage and oversee assigned programme budgets, ensuring timelines and reporting structures are met and budgets adhered to.
- Play a key role in obtaining maximum external funding to support and further enhance existing sports development programmes and activities and proactively identify potential opportunities for external funding in line with the KRSP strategic plan.

Research/Evaluation

- Manage the implementation of a monitoring and evaluation framework for all projects, programmes and initiatives.
- Conduct research of participation in sport and physical activity in the community including, where relevant, needs analysis to identify suitable support to increase participation in sport and physical activity in the community and target groups.
- Prepare reports as appropriate relating to existing and proposed initiatives and present timely and relevant information and advice to the CEO.

Partnerships and Communication

- Develop relationships with appropriate partner organisations and local community groups to create links and encourage collaboration between partners.
- Work in partnership with stakeholders to share knowledge and information relevant to target groups in the community to identify the needs and demand for new activities.
- Support and guide clubs and communities in pursuit of participative sport and recreation opportunities.

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.

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.

General

- Ensure that all activities undertaken by the post-holder are informed and underpinned by KRSP culture, values, codes of practice and relevant legislation.

The above Job Description is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.





**Kilkenny Recreation & Sports Partnership
Programme Manager
Person Specification**

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Relevant Third Level Degree or 5 years' relative experience 	
Experience	<ul style="list-style-type: none"> A minimum of 5 years' experience Experience of project management and/or people management Experience of the community and voluntary sector Experience of delivery of a range of sports and recreation related programmes to specific groups and communities 	<ul style="list-style-type: none"> 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. Good understanding of programme monitoring and evaluation Experience of working in a project team
Skills and Competencies	<ul style="list-style-type: none"> Strong IT, administrative and organisational skills Ability to monitor and evaluate work and write reports. 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. Capacity to lead, organise and motivate staff. Experience in managing staff performance, address issues, identifies staff learning and training needs. 	<ul style="list-style-type: none"> Understanding of research and evaluation methods Understanding of the public sector and local government environment
Attitude and Motivation	<ul style="list-style-type: none"> Awareness of the importance and value of participation in sport / active recreation A constructive, positive and progressive attitude to working as part of the KRSP team Be motivated and committed to sports development and increasing opportunities for participation, in particular among hard-to-reach groups in local communities. A commitment to on-going training and development. 	

Other	<ul style="list-style-type: none"> • A self-motivated approach to work • Completion the Garda Vetting process satisfactory to the Sports Partnership's requirements. • A full clean driving licence and use of personal transport for work is required. • Willingness and ability to travel. Ability and commitment to work unsociable hours 	
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Garda Vetting

The successful candidate will be required to complete the Garda Vetting process satisfactory to the Sports Partnership's requirements.

Training

A commitment to on-going training and development.

Short listing

Short listing of candidates may apply based in the information supplied. Canvassing will disqualify. Interviews will take place in person in Kilkenny City. Informal enquires to Nicola Keeshan at 087 0516033 up until 18th February 2025.

Interviews will be held in Kilkenny on Friday 7th March 2025.

KRSP shall require the person to whom the appointment is offered to take up such appointment as soon as possible.

If you are interested in applying for the position, please submit a statement of suitability and CV marked Ref: KRSP PROG MANAGER to nicola@krsp.ie by **1pm Monday, 24th February 2025**.

Kilkenny Recreation & Sports Partnership is an Equal Opportunities Employer

