



Cavan County Council

Comhairle Contae an Chabháin

Candidate Information Booklet

Community Sports Development Officer (Grade IV)

Temporary Contract

Closing Time and Date: 5.00 pm Friday 16th June 2023

Cavan County Council is committed to a policy of equal opportunity.

The Competition

The purpose of this recruitment campaign is to form a panel for the post of Community Sports Development Officer for Cavan County Council from which fixed-term specific purpose contract posts may be filled.

Cavan County Council

Cavan County Council leads and collaborates with all to drive and shape a better future for our County and it is a progressive, dynamic and innovative local authority in Ireland.

Cavan County Council employs over 500 employees across service divisions including housing and building; roads, transport and safety, water supply and sewerage, development management, environmental protection, recreation and amenity, agriculture and education and miscellaneous services.

A dynamic and ever evolving place to work with a stimulating and challenging work environment, Cavan County Council offers excellent career opportunities in a wide range of administrative, professional, creative, technical, and general services roles. Supported by continuous learning and development, a highly skilled workforce is central to delivering these objectives. In the heart of the scenic lakelands, Cavan is located less than two hours' drive from Dublin, Belfast, and Galway and boasts an unrivalled quality of life.

The Position

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 role of the Community Sports Development Officer which is funded 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).

Role Objectives:

1. Support the development of exciting and dynamic opportunities to increase participation for people who are sedentary.
2. Capacity to work with 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.

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. The CSDO will cover work in the below areas:

Research

- Establish a baseline in the communities 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 LSP team and local communities to identify the need and demand for new activities.
- Participate in the design, organisation and implementation of physical activity programmes and events for LSP target groups.
- Encourage and foster opportunities for programme development and new initiatives with partner agencies.
- Provide guidance and support to develop sustainable community sports clubs.
- Support and maintain strong links between schools and community sports clubs.

Planning

- Assist with the implementation of the goals and objectives outlined in the LSP strategy.

- Develop action plans in line with the needs of the community and contribute to the preparation of annual operational plans.

Relationship Building

- Work with smaller national governing bodies that do not currently have development officers to increase opportunities for participation.

Facilitation

- Support the continued roll out of Sport Ireland's investment including Dormant Accounts Funded projects.
- Coordinate and facilitate training and development opportunities.
- Administration and attendance at courses that are contracted out, maintaining the standards and representing LSP.
- Undertake any other relevant and related duties that may be required by LSP.

Evaluation

- Implement a monitoring and evaluation framework for all projects.
- Facilitate quarterly and annual reviews of the annual operational plan reporting on the effectiveness and impact of work areas.
- Measure and monitor performance indicators based on the impact the courses/programmes are having at local level.

Financial Management

- Adhere to LSP financial policies in regard to 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.

Marketing & PR

- Assist with the preparation of an annual marketing plan for Cavan LSP including the preparation of press releases, articles and radio promotions.
- Collate material for inclusion in partner agency promotional materials such as Cavan LSP newsletter and on website, etc.
- Provide support and assistance in maintaining up-to-date databases.

- Identify and secure, in consultation with the co-ordinator, opportunities that present in the area of PR and marketing for Cavan LSP.

Health & Safety Management

- Contribute to ensuring that all facilities the company use are fully in compliance with current health & safety standards.
- Assist in the investigation of all accidents/incidents and communicate all results/recommendations.
- Ensure that all activities undertaken as an officer of Cavan LSP are in line with codes of practice and legislation.

Qualifications For the Post

1. Character:

Candidates shall be of good character.

2. Health:

Candidates shall be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

3. Education, Training Experience etc:

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Relevant Degree in Sports Development, Leisure Management, Health Fitness & Leisure Studies, Health promotion, community development or equivalent qualification 	<ul style="list-style-type: none"> • Tutor Qualifications such as Safeguarding, Active Leadership • Coaching Qualifications / experience

Experience	<ul style="list-style-type: none"> • One year relevant experience in Sports Development / Health / Fitness specifically in the area of behavioural change or participation development • Experience of project management and of piloting, developing and delivering sustainable physical activity based initiatives. • 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 or working in the community sector in a developmental and supportive capacity either in a paid or voluntary capacity • Experience in sports administration and/or organising training events • 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 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 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 	<ul style="list-style-type: none"> • Understanding of research methods • Understanding of the public sector and local government environment • Good time management skills

	<p>funding applications</p> <ul style="list-style-type: none"> • Ability to produce good quality publicity material 	
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 Cavan Sports Partnership team and an ability to develop partnerships with the wider community • 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. • A self-motivated approach to work 	<ul style="list-style-type: none"> • An awareness of the role and importance of both co-ordinated and inter-agency responses to local sporting needs
Other requirements	<ul style="list-style-type: none"> • 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 	

Garda Vetting/Child Protection

The successful candidate will be subject to the Garda Vetting Procedures.

Probation

The successful candidate shall be required to be on probation for an initial period, as determined by the Council. This period may be extended at the discretion of the Council.

Salary

Remuneration will be at the Assistant Staff Officer Scale of the national wage scales. The present minimum scale is €31,551 increasing to €50,345 per annum (including LSIs) with annual increments subject to satisfactory performance via PMDS. The rate of remuneration may be adjusted from time to time in line with Government pay policy.

Annual Leave

The annual leave entitlement for this post will be 30 days per annum.

Granting of annual leave, payment for annual leave and arrangement from public holidays will be governed by the provisions of the Organisation of Working Time Act, 1997.

Working Hours

The post will be based on a 35 hour week, but due to the nature of the role, the holder is expected to be flexible about evening and weekend work for which overtime will not be paid but time-off-in-lieu will be available. The Council reserves the right to alter the hours of work from time to time.

Driver's Licence

The holder of the post shall hold a full driving licence for Class B vehicles free from endorsement/disqualification.

Pension:

The Local Government Superannuation Scheme applies.

Acceptance of Offer of Employment

Cavan County Council shall require persons to whom appointments are offered to take up such appointments within a period of not more than one month and if they fail to take up the appointment within such period or such longer period as the local authority in its

absolute discretion may determine, Cavan County Council shall not appoint them.

Communications:

Cavan County Council will contact you when necessary at each stage of the competition by phone, post or email. It is strongly recommended that you do not change your email address or mobile phone number in the course of this recruitment competition, as any email will be sent to the email address originally supplied on your application form.

It is important to note that the email address you provide when applying must be one that you can access at all times. The onus is on the applicant to inform the Human Resources Department of any change in postal address throughout the recruitment and selection campaign. This can be done by emailing: jobs@cavancoco.ie

The onus is also on each applicant to ensure that she/he is in receipt of all communication from the Cavan County Council. Cavan County Council does not accept responsibility for communications not accessed or received by an applicant.

Stage 1: Closing Date for Submission of Application Form

- Applications together with scanned copies of relevant qualifications and driving licence should be emailed directly to jobs@cavancoco.ie no later than **5pm on Friday 16th June 2023**
- Failure to submit all of the required documentation with your application will result in your application being invalid and you will not be permitted to proceed any further in the selection process.
- Application forms, once submitted, will be checked to ensure that they meet the required minimum criteria for the position.
- If your application form does not meet the minimum qualifications for the post as set out in this booklet then your application will be deemed invalid and you will not be permitted to proceed any further in the selection process.

Stage 2: Shortlisting

Cavan County Council reserves the right to shortlist applications. The shortlisting process may take the form of either a desktop shortlisting process based on the information contained in the application forms or a shortlisting interview. You will be contacted in relation to any interview dates and times.

Stage 3: Final Interview

Interviews will be conducted by an Interview Board set up by Cavan County Council. The Interview Board will assess the merits of candidates. Only candidates who reach such a standard as the Interview Board consider satisfactory in the competitive interview will be considered for selection.

Competency Framework & Requirements

A Requirement and Competency Framework has been developed for the position of Community Sports Development Officer. Candidates will be expected to demonstrate sufficient evidence within their application form of their knowledge, experience, skills and competencies under each of these headings:

KNOWLEDGE /EXPERIENCE	SKILLS	GENERAL ATTRIBUTES
<ul style="list-style-type: none"> • Role of post • Sports/recreation/leisure experience/knowledge base • Previous & current working environment 	<ul style="list-style-type: none"> • Communication and interpersonal skills • Judgement/decision making • Analytical • Ability to work as part of a team and maintain effective working relationships • Planning/organising/budgeting • Problem solving • Leadership 	<ul style="list-style-type: none"> • Initiative • Commitment • Positive attitude with self motivation.

ADDITIONAL RELEVANT INFORMATION FOR APPLICANTS

An applicant who is found to be ineligible at any stage of the competition will not be further considered. Provision of inaccurate, untrue or misleading information will lead to disqualification from the competition, withdrawal of employment offer or dismissal.

Information provided by a candidate in their application form will be used for the purpose of the Community Sports Development Officer competition. By applying for this post, the applicant is consenting to their information being used for this purpose.

General Data Protection Regulation (GDPR)

The General Data Protection Regulation (GDPR) came into force on the 25th May 2018, replacing the existing data protection framework under the EU Data Protection Directive.

When you register with Cavan County Council or submit an application for a competition, we create a computer record in your name. Information submitted with a job application is used in processing your application. Where the services of a third party are used in processing your application, it may be required to provide them with information, however all necessary precautions will be taken to ensure the security of your data.

Note - Canvassing:

Applicants are reminded that any attempt by themselves or by any persons acting on their behalf directly or indirectly by means of written communication or otherwise to canvass or otherwise influence in the candidate's favour any officer of the County Council or persons nominated by the Chief Executive to interview or examine applicants, will automatically disqualify the applicant for the position they are seeking.

The above represents the principal conditions of service and is not intended to be the comprehensive list of all terms and conditions of employment which will be set out in the employment contract of the successful candidate.