



# **Cavan County Council**

**Comhairle Contae an Chabháin**

## **Candidate Information Booklet**

### **Programme Manager**

### **3 Year Specific Purpose Contract**

**Closing Time and Date: 5pm on Friday 26th January, 2024**

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



**Rialtas na hÉireann**  
Government of Ireland

## **The Competition**

The purpose of this recruitment campaign is to form a panel for the post of Programme Manager 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 Programme Manager, which is funded by Sport Ireland, will focus on supporting the management function and working at a strategic level within the Cavan Sports partnership team. The successful candidate will also have a role in the coordination of high level programming within in the LSP.

## **Responsibilities**

The following is a non-exhaustive list of the primary duties of the Programme Manager. The appointed person will:

### **Strategy & Governance**

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

### **Management & Programming**

- Manage and coordinate the work activities of direct reports to achieve the goals and objectives of the LSP.
- Be responsible for leading staff, monitoring performance and identifying training and development needs.
- Plan and manage the work activities of work placement students, volunteers, coaches and tutors.
- Create and implement a comprehensive range of physical activity programmes and events for relevant target groups with a view to creating sustainable participation.
- Support the coordinator in implementing accurate and efficient reporting structures
- Manage and be responsible for programme budgets ensuring timelines and reporting structures are met and budgets adhered to.

### **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 coordinator.

### **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 with various issues as they arise

### **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. Citizenship:**

Candidates must, by the date of any job offer, be:

- a) A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or
- b) A citizen of the United Kingdom (UK); or
- c) A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or

- d) A non-EEA citizen who is a spouse or child of an EEA or UK or Swiss citizen and has a stamp 4 visa: or
- e) A person awarded international protection under the International Protection Act 2015 or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa or
- f) A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or the UK or Switzerland and has a stamp 4 visa.

#### 4. Education, Training Experience etc:

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Relevant Third Level Degree or 5 years' relevant experience</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>Three-year relevant experience</li> <li>Experience of project management and/or people management</li> <li>Experience of the community and voluntary sector</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>Good understanding of programme monitoring and evaluation</li> <li>Experience of working in a project team</li> </ul>

#### **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 is €53,345 per annum. 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](mailto: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](mailto:jobs@cavancoco.ie) no later than **5pm on Friday 26th January, 2024**
- 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 Programme Manager. Candidates will be expected to demonstrate sufficient evidence within their application form of their knowledge, experience, skills and competencies under each of these headings:

<b>Requirements:</b>	
<b>Knowledge, Experience and Skills</b>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of the structure and functions of Local Sports Partnerships</li> <li>• Knowledge of current local sports partnership issues, priorities, concerns and future direction.</li> <li>• Understanding of the role of a Programme Manager.</li> <li>• Relevant administrative experience at a sufficiently high level.</li> <li>• Experience of managing and supervising staff, including managing performance.</li> <li>• Experience of compiling, preparing and presenting reports, presentations, correspondence etc..</li> <li>• Effective financial and resource management skills.</li> <li>• Knowledge and experience of operating ICT systems.</li> <li>• Knowledge of local government.</li> </ul>
<b>Competencies:</b>	
<b>Management and Change</b>	<ul style="list-style-type: none"> <li>• Be effective in translating corporate mission and objectives into operational plans and outputs.</li> <li>• Develop and maintain positive, productive and beneficial working relationships.</li> <li>• Effectively manage the introduction of change and demonstrate</li> </ul>



	flexibility and openness to change.
<b>Delivering Results and Communicating Effectively</b>	<ul style="list-style-type: none"> <li>• Contribute to the development of operational plans and lead the development of team plans.</li> <li>• Plan and prioritise work and resources effectively.</li> <li>• Establish high quality service and customer care standards.</li> <li>• Make timely, informed and effective decisions and show good judgement and balance in making decisions or recommendations.</li> <li>• Have effective verbal and written communication skills.</li> </ul>
<b>Leading and Motivating and Managing Performance</b>	<ul style="list-style-type: none"> <li>• Lead, motivate and engage employees to achieve quality results and to deliver on operational plans.</li> <li>• Effectively manage performance.</li> <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>• Awareness of the importance and value of participation in sport/active recreation</li> </ul>
<b>Personal Effectiveness</b>	<ul style="list-style-type: none"> <li>• Take initiative and seek opportunities to exceed goals.</li> <li>• Manage time and workload effectively.</li> <li>• Maintain a positive, constructive and enthusiastic attitude to their role.</li> </ul>

### **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 Programme Manager 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.