



**Sligo Sport and Recreation Partnership
Sports Development Officer
(Fixed Term Contract)**

Job Description

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 this Sports Development Officer (SDO) position is to strengthen and enhance the capacity of Sligo Sport and Recreation Partnership (SSRP) to further develop locally led plans and more long term sustainable physical activity programmes under the National Sports Policy and SSRP strategic plan.

Objectives:

- Support the development of new opportunities to increase participation among key target groups with a particular focus on disadvantaged communities.
- Facilitate training and capacity building within communities.
- Facilitate opportunities for extra-curricular school sport.

Post Details

Length of contract	This role is offered on a fixed term contract for 12 months , subject to satisfactory completion of a 3 month probationary period.
Hours	The SDO will work 35 hours a week. 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	Office based in Sligo Town with a remit for County Sligo
Reporting to	Sports Co-ordinator
Salary & Travel	The Salary is on the Grade IV public sector scale Travel expenses will be reimbursed where appropriate.
Closing date	12 noon Monday 3rd February 2020.
Interviews	Those selected will be invited to attend for interview on Friday 14th February.
Application	Please send Cover Letter and Curriculum Vitae by email or post to: Sports Co-ordinator, Sligo Sport and Recreation Partnership, Mayo Sligo Leitrim ETB, Quay Street, Sligo Email: info@sligosportandrecreation.ie

Candidates must demonstrate in their application that they possess the essential elements applicable in the person specification. Sligo Sport and Recreation 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.

Role of the Sports Development Officer

The primary role of the Sports Development Officer will be to plan, deliver and evaluate physical activity programmes and training events for SSRP target groups. The SDO will foster and encourage a culture of Active Participation, supporting opportunities for and access to sport and physical activity in local communities. The SDO will address barriers to participation and encourage access and increase opportunities for participation by those who experience disadvantage for any reason. The SDO will cover work in the below areas:

Community Activation

- Facilitate a Community Sports Hub initiative in a rural community
- Plan, deliver and evaluate physical activity programmes and training events for all SSRP target groups
- Provide guidance and support to develop sustainable community sports clubs/groups
- Facilitate opportunities for extra-curricular school sport and encourage strong links between schools and community sports clubs

Planning

- Develop action plans in line with the needs of the community and Sligo Sport and Recreation Partnerships strategy

Relationship Building

- Work with SSRP staff team, agencies, community organisations and sports clubs to facilitate participation in sport and physical activity
- Work with smaller National Governing Bodies of Sport that do not currently have development officers to increase opportunities for participation in sport and physical activity

Facilitation

- Support the continued roll out of Sport Ireland's investment including Dormant Accounts funded projects
- Co-ordinate and facilitate training and development opportunities

Research/ Evaluation

- Establish a baseline in the communities chosen for interventions and conduct an audit of targeted communities/ clubs
- Implement a monitoring and evaluation framework for all projects

Financial Management

- Carefully manage the budget and reporting requirements to the Sports Co-ordinator, Board and funders for all responsibility areas.

Other

- Participate in the design, organisation and implementation of projects/events identified by SSRP as key to the strategic development of sport and physical activity in Sligo.
- Undertake other duties as required by the Board/ Sports Co-ordinator from time to time.

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Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Relevant Degree in Sports Development, Leisure Management, Health Science, Health Promotion or equivalent qualification 	<ul style="list-style-type: none"> • Coaching qualifications/experience in leading community sport
Experience	<ul style="list-style-type: none"> • Relevant experience in Sports Development/Health/Fitness • Experience in planning, co-ordinating and delivering sustainable sporting & recreational programmes • 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 work or of working in the community sector in a developmental and supportive capacity either in a paid or voluntary role • Experience working in sports administration and/or organising training events • Programme monitoring and evaluation • Experience 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, access and disseminate 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 funding applications • Ability to produce good quality publicity material 	<ul style="list-style-type: none"> • Understanding of research methods • Understanding of the public sector and community development environment • Good time management skills

Attitude and Motivation	<ul style="list-style-type: none"> • Awareness of the importance and value of participation in sport/physical activity • A constructive, positive and progressive attitude to working as part of the Sligo Sport and Recreation Partnership team and an ability to develop partnerships with the wider community • Be motivated by and committed to sports development and increasing opportunities for participation, in particular among hard to reach groups in local communities • 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 co-ordinated and integrated inter-agency responses to local sporting, social and community development needs.
Other Requirements	<ul style="list-style-type: none"> • Garda Vetting Clearance • Full, clean driving licence and use of personal transport for work • Willingness and ability to travel • Ability and commitment to work evenings and weekends as required 	

Note:
***Interviews for those shortlisted will take place on
Friday 14th February 2020***