

**PARTNERSHIPS MANAGER**  
**HIGHER EXECUTIVE OFFICER GRADE**

**Job Purpose**

This is a key management role to assist the Partnerships and Governance Director in leading, developing and promoting sports participation and physical activity in Ireland through the Local Sports Partnership (LSP) network. A key output for the successful candidate will be to assist with the delivery on Sport Ireland's Sports Participation Plan in collaboration with the relevant Sport Ireland Units. It will also be a key role in delivering on the on-going development and monitoring of the LSP initiative and to coordinate the activities of the LSPs in accordance with the Sport Ireland Strategy and Participation Plan.

**Reporting To:** Director of Partnerships & Governance

**Key Duties and Responsibilities**

- Assist the Director to oversee the strategic development of the LSP network, in line with Sport Ireland Strategic priorities, including the development and implementation of Local Sports Plans, in line with the National Sports Policy Action 8;
- Manage the administration of grant funding and payments to specific programmes. Ensure adherence to established financial procedures and the terms and conditions of the programmes for Sport Ireland Funding, Dormant Account Funding and any other sources secured;
- Support the process of re-structuring LSP's when appropriate;
- Manage the monitoring and evaluation of the LSP network and national participation programmes, with a results based management focus. This includes delivering the Performance Evaluation of the LSP network, producing insights reports;
- Identify and implement new pilot initiatives for delivery through the LSP network etc;
- Assist the Director to develop and maintain positive relationships with various governmental and non-governmental stakeholders at both a national and local level;
- Support the implementation of good governance standards within LSPs. Work closely with all Sport Ireland units including the Organisational, Development and Change unit to enhance the development of the LSPs;
- Assist the Director to develop annual budgets and corporate plans in line with Sport Ireland objectives in collaboration with the senior management team;
- Collaborate with the Partnerships and Governance Director in the routine planned delegation of specific responsibilities and tasks;
- Undertake other responsibilities as agreed from time to time with the Partnerships and Governance and Participation and Ethics Directors;
- Manage a well-motivated and focused team to service the priorities of the Sport Ireland.

This is not an exhaustive list and the role will include any duties required by Sport Ireland from time to time which are appropriate for the position and the needs of the organisation.

**Person Specification:**

**Essential: Qualifications, Experience, Knowledge, Skills and Abilities**

- Must have 3 years' previous professional experience in a relevant related role.
- Must have a third level qualification in sport or a relevant discipline for this position.
- Must have direct work experience in project management.
- Must have budgeting and financial tracking experience.
- Must have experience in governance.
- Must have a good understanding of programme evaluation and monitoring processes.
- Must have proven leadership skills.
- Must have effective people and relationship management ability.
- Must have excellent interpersonal skills both written and verbal.
- Must have strong PC skills and knowledge of MS Office.
- Must have experience in multi-taking and prioritising of tasks effectively and meeting tight deadlines.
- Must have an ability to work at times on own initiative.

**Desirable: Qualifications, Experience, Knowledge, Skills and Abilities**

- Enthusiastic and highly motivated.
- Highly knowledgeable and experienced in the area of sports development.
- Capable of bringing innovation and experience/expertise from previous projects to bear on existing issues, making proposals for improvements and efficiencies where appropriate.

**Additional Information:**

Contract: Full-time, permanent

Salary Scale: HEO Standard Scale (inclusive of two long service increments). The appointment will be made on this scale at a point in line with current Government Pay Policy. New entrants to the public sector commence on the first point of scale.

Location: Sport Ireland National Sports Campus, Snugborough Road, Blanchardstown, Dublin 15

Sport Ireland is an equal opportunities employer.



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SPORT IRELAND