

MEATH LOCAL SPORTS PARTNERSHIP

Community Sports Development Officer

Job Description

General

Meath Local Sports Partnership (LSP) supported by Sport Ireland has secured funding for the recruitment of a Community Sports Development Officer.

The Community Sports Development Officer (CSDO) will be based in Meath LSP offices, Townhall, Watergate Street, Navan, Co. Meath. CSDO will report to the Sports Co-ordinator and work with the Co-ordinator and staff of Meath LSP.

The aim of the CSDO is to strengthen and enhance the capacity of Meath LSP to further develop locally led plans and more long term sustainable physical activity programmes under the National Physical Activity Plan.

The CSDO will foster and encourage a culture of Active Participation, supporting opportunities for and access to sport and physical activity in local communities paying particular attention to the development of initiatives for cross community engagement & participation; volunteer development & full utilisation of and access to local resources. The CSDO will address barriers to participation and encourage access to & increase opportunities for participation by those who experience disadvantage for any reason.

The CSDO will act as an ambassador for sport and physical activity in Meath.

Objectives:

1. Support the development of exciting and dynamic opportunities to increase participation for people who are sedentary across the lifespan focussing (not exclusively) in the areas identified as Community Sports Hubs
2. Capacity build smaller 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 target areas & communities.

The CSDO's duties will include the following actions:

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 local communities to identify the need and demand for new activities
- Provide guidance and support to develop sustainable community sports clubs
- Establish a sports forum that will enable clubs to work together
- Tackle local barriers to participation through targeted programmes and initiatives
- Support and maintain strong links between schools and community sports clubs

Planning

- Develop action plans in line with the needs of the community

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

Evaluation

- Implement a monitoring and evaluation framework for all projects
- Complete reports to standards required

Financial Management

- Establish a financial monitoring template for the operational budget

Other

- Participate in the design, organisation and implementation of projects/events identified by Meath LSP as key to the strategic development of sport and physical activity in Meath
- Be expected to keep abreast of developments in sport promotion and physical activity and advise on best practice
- Undertake other duties as required by the Board/Co-Ordinator from time to time

It is a requirement for candidates to possess the following:

- Experience of working in a sports development environment is essential (3 years or more)
- Experience of working with sports clubs, community groups, and young people in a community setting
- Experience in planning, co-ordinating and delivering sustainable sporting & recreational programmes

It is desirable for the CSDO to possess the following:

- A recognised qualification at degree level or equivalent in sports development/community development/youth leadership or similar. Those presenting with a qualification in Community Development or Youth Leadership must be able to demonstrate life-long interest in sports participation/involvement.
- Excellent communication skills
- Excellent organisational skills
- A good understanding of project-based programme delivery with measureable outcomes
- A good understanding of project evaluation
- Be motivated by and committed to sports development and increasing opportunities for participation, in particular among hard to reach groups in local communities
- Be self-motivated and able to work independently to meet or exceed goals displaying passion & enthusiasm for the area of work
- Be physically active & meet the National Physical Activity guidelines for adults on a daily basis (as a minimum)
- A full clean driving license and access to own transport

The post is a fixed term specified purpose contract for 2 years, subject to satisfactory completion of a 3 month probationary period. The CSDO will work 35 hours per week. Some flexibility of hours will be required for evening and/or weekend work to accommodate the service needs.

The annual leave allowance is 28 days.

Remuneration: €27,294 – €44,771 (salary scale is aligned to Grade 4 of LA pay scale 01.10.2018) and is commensurate with experience.

Meath Local Sports Partnership is an Equal Opportunities Employer