



Sport Ireland ASPIRE Programme ASPIRE Graduate Job Description & Person Specification

Organisation:	Meath Local Sports Partnership
Location:	Townhall, Watergate Street, Navan, Co. Meath
Contract Length:	11 month contract
Full time / Part time:	Full time
Salary:	€23,000 (based on an annual salary @ 12 months)
Application closing date:	Friday 25th January at 12 noon
Programme duration:	Monday 25 th February 2019– 31st January 2020

Background to the Sport Ireland ASPIRE Programme

ASPIRE is a graduate employment programme that is being funded by Sport Ireland in 2019. This programme has been approved by Government with support from the Dormant Accounts Fund. The aim of this programme is to enable a number of recently qualified sport and physical activity graduates to gain relevant experience working in the sports sector and to develop relevant skills and knowledge. The successful graduate will be employed by Meath Local Sports Partnership. Meath LSP is responsible for the recruitment and selection of the graduate.

Job Description

The role of the ASPIRE Graduate will be to support and coordinate programmes and projects as per Meath LSP's operation plan 2019. The successful individual will perform a wide range of administrative & sports development duties which will 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.

This placement offers the successful graduate a significant opportunity to gain relevant experience and to potentially advance their career in the sports sector. Previous experience in a similar role is not required.

The ASPIRE Graduate 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 those presenting with low levels of activity. The ASPIRE Graduate will address barriers to participation and encourage access to, and increase opportunities for participation by those who experience disadvantage for any reason.

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

Essential Requirements for ASPIRE Graduate:

The graduate must:

- Have graduated with a Master's or Primary Degree in the area of Sport or Physical Activity between January and November 2018.
- Be currently unemployed i.e. not in current employment.
- Be available for the 11 month contract duration.
- Be eligible to work in Ireland on a full-time basis.

ASPIRE Graduate areas of work:

Community/Target Area Activation

- Be responsible for the roll out of the Move More programme phase 2 – this will include development, implementation, monitoring, evaluation, review and reporting
- Provide guidance and support to develop sustainable community activities
- Tackle local barriers to participation through targeted programmes and initiatives

Planning

- Develop action plans in line with the needs of the community & target groups

Relationship Building

- Identify & work with local stakeholders to ensure that Meath LSP meets its overall mission statement – More People, More Active, More Often

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

Financial Management

- Adhere to the financial monitoring template for identified programmes
- Manage the operational budget per programme assigned

Governance

- Comply with all policies and procedures as detailed under the Governance Code
- Assist with development, review & implementation of local policies and procedures

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

The above Job Description is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.

The graduate's work week is 35 hours per week. Some flexibility of hours will be required for evening and/or weekend work to accommodate the service needs.

The graduate will report directly to the Sports Coordinator of Meath LSP who will assign a staff mentor to assist the graduate in their role.

Annual leave for this position is 23 days

Meath Local Sports Partnership is an Equal Opportunities Employer

Sport Ireland ASPIRE Programme

ASPIRE Graduate

Person Specification

Health

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

Skills

- Sound working knowledge of the use of social media to include Google+, twitter & facebook as a marketing and effective short burst communication tool
- I.T proficient in Microsoft Office
- Ability to consult, communicate and network appropriately and effectively with all sectors of the community
- Ability to monitor and evaluate work and write reports
- Strong administrative and organisational skills
- Ability to produce and access information efficiently and accurately.
- Excellent communication, presentation and facilitation skills.

Attitude and Motivation

- A constructive, positive and progressive attitude to working as part of the Meath LSP team
- A self-motivated approach to work
- An awareness of the role and importance of the co-ordinated inter-agency approach to the strategic development of sport

Transport

A full clean driving licence and use of personal transport for work is desirable. ASPIRE Graduate must have a willingness and ability to travel.