

## MEATH LOCAL SPORTS PARTNERSHIP

### Sports Development Officer

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#### Job Description

##### General

Meath Local Sports Partnership (LSP) wishes to employ a Sports Development Officer.

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

The aim of the SDO 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 SDO 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; club development & NGB engagement; volunteer development & full utilisation of and access to local resources. The SDO will address barriers to participation and encourage access to & increase opportunities for participation by those who experience disadvantage for any reason.

The SDO 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.
2. Develop volunteer supports to further enhance local club structures.
3. Support and develop new clubs in line with existing County Board structures in locations where there are current gaps in the provision of such resources.
4. Capacity build smaller National Governing Bodies (NGBs) that do not currently have development officers and other stakeholders to deliver services to increase participation
5. Develop sustainable local leadership for sport within target areas & communities.

The SDO'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 SDO 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 SDO 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