



***SportUile* PROGRAMME MANAGER**

Job Description

Title:	Programme Manager (PM)
Salary:	Salary in line with the grade 6 local authority pay scale.
Hours:	The PM will work 35 hours a week. This position will require flexibility around working hours with regards to evening and/or weekend work to accommodate the service needs, for which time off in-lieu can be taken.
Annual Leave:	30 days annual leave
Travel Expenses:	Travel expenses will be reimbursed where appropriate.
Location:	SportUile office is based in the Lourdes Stadium, Drogheda, Co. Louth. The head offices of Meath LSP is in Townhall, Watergate Street, Navan, Co. Meath. The head offices of Louth LSP is in Dundalk Sports Centre, Dundalk, Co. Louth. A level of blended office based/remote working will be considered on successful completion of the probationary period and where business objectives allow for same.
Employer:	Meath Local Sports Partnership
Contract type & duration	SportUile is a 5 year project. Initial funding has been secured, through Sport Ireland, for the first 3 years with an expectation that funding for the final 2 years will be confirmed by Sport Ireland in year 3. This will be a fixed term contract for an initial period of 3 years, to be extended to 5 years subject to funding.

BACKGROUND TO SPORTUILE PROJECT

In 2022, both Louth LSP and Meath LSP jointly developed a proposal document, entitled “Driving Change Through Sport” which highlighted a community sports-led, collaborative approach to community safety and wellbeing. This was a strategic response to recommendations made in the

Scoping Report into Community Safety and Wellbeing in Drogheda, commonly referred to as the Geiran report.

SportUile, the Driving Change Through Sport project focusses on a community sports-led, collaborative approach to community safety and wellbeing.

The SportUile project has secured multi-annual funding from Sport Ireland and the Local Authorities in both Louth and Meath for the employment of three staff.

This project will be managed collaboratively by the Project Management Team which is made up from the Head of Sport with Louth LSP and the CEO of Meath LSP.

JOB PURPOSE

The role of the Programme Manager (PM) is to manage the Sportuile Project and SportUile staff team in line with the project's goals, objectives and timelines. In consultation with the Project Management Team and in relation to the SportUile staff this will involve:

- Financial management - to include adherence with financial policies and processes, budget planning and reporting and compliance with funder requirements and legal obligations.
Provide regular financial reports to the project management team advising of budget status, programme delivery, KPI's achieved.
- General Management – oversee the planning, implementation and evaluation of the SportUile project to ensure best practice is adhered to whilst taking consideration of requirements under Health and Safety; GDPR and Safeguarding.
- Collaboration and Management – coordinate and communicate with the project management team to ensure that all tasks are aligned with the project objectives facilitating regular feedback/performance review against set targets.
Coordinate and supervise the development, implementation and evaluation of the work programmes for the Sport Development team and support and mentor team members.
Provide input to Project Management Team for performance management with respect to sports development team

The PM will also be assigned certain target groups and work areas on appointment.

KEY ACCOUNTABILITIES

1. Planning

- Assist the Project Management Team in the development, delivery, reporting and review of the SportUile annual operations plan and strategic plan.
- Develop and implement an action plan in line with Local Sports Partnership strategies, National Sports Action Plan, National Physical Activity Plan, Local Economic Community Plan and actions arising out of SportUile strategic objectives.

- Create and implement a comprehensive range of physical activity programmes and events for relevant target groups with a view to creating sustainable participation.
- Provide direct support to the SportUile staff team to achieve a coordinated approach to the development of sport and physical activity throughout the community and for agreed target groups.
- Coordinate and manage quarterly and annual reviews of the annual operational plan reporting on the effectiveness and impact of work areas.
- Plan and manage all work activities of work placement students, volunteers, coaches and tutors.

2. Management

- Manage and coordinate the work activities of direct reports to achieve the goals and objectives of the SportUile project.
- Manage and coach volunteers, coaches, tutors, contractors and work placement students with responsibility for training and development and objective setting.
- Assist the Project Management team to fulfil all governance responsibilities and obligations in line with statutory and legal regulations.
- Undertake any other duties as requested by your line manager and the Project Management Team.

3. Research & Evaluation

- Conduct research of participation in sport and physical activity in the community including, where relevant, needs analysis to identify suitable support to increase participation in sport and physical activity in the community and target groups.
- Manage the implementation of a monitoring and evaluation framework for all projects, programmes and initiatives.
- Measure and monitor performance indicators based on the impact courses/programmes are having at local level and among target groups.
- Prepare reports as appropriate relating to existing and proposed initiatives and present timely and relevant information and advice to the Project Management Team.

4. Community Activation

- Proactively engage with communities and target groups by consulting with participants and local partners to assess needs and develop sustainable approaches in providing participation opportunities.
- Identify key stakeholders and community leaders to ensure engagement across the community and involvement with relevant target groups.
- Work in partnership with stakeholders to share knowledge and information relevant to target groups in the community to identify the needs and demand for new activities.
- Lead in the design, organisation and implementation of physical activity programmes and events for SportUile target groups.
- Proactively encourage and foster opportunities for programme development and new initiatives with partner agencies.

- Provide guidance and support to develop sustainable community sports clubs and maintain strong links between schools and community sports clubs.

5. Relationship Building

- Work with Meath and Louth LSP's current and potential partners and stakeholders including local community groups and organisations, sports clubs, NGBs, partner agencies to develop and strengthen relationships.
- Develop relationships with appropriate partner organisations and local community groups and create links and encourage collaboration between partners.
- Actively build relationships with organisations to facilitate the reach of Meath and Louth LSP's to our various target groups.
- Develop strong partnership working with local and national partners, community groups and stakeholders, with a focus on strengthening community links.
- Support and guide clubs and communities with various issues as they arise.

6. Facilitation

- Develop and implement SportUile programmes and initiatives to increase participation of targeted low participation groups.
- Establish participation programmes and training and education courses including attracting participants, sourcing appropriate tutors/coaches and working with tutors to ensure appropriate delivery of programmes.

7. Financial Management

- Adhere to Meath LSP financial policies regarding the procurement of goods and services, budget planning and reporting, while ensuring compliance requirements of the various funders.
- Establish a financial monitoring template for the operational budget and input and coordinate regular reports and updates to the Project Management Team, local authorities, government agencies and Sport Ireland as required.
- Monitor performance and expenditure and ensure that all administration and financial systems, including budgetary targets, are properly implemented and that all necessary records and statistics are kept accurately.
- Play a key role in obtaining maximum external funding to support the further development of sports development programmes and activities and provide advice to external groups wishing to formulate grant applications.
- Proactively identify potential opportunities for external funding in line with the LSP's strategic plans.

8. Marketing & PR

- Help to build SportUile's brand and profile and engage with the local community and target groups through all media channels.

- Assist with the preparation and implementation of the SportUile marketing and communication plan including writing marketing content, press releases, articles and radio promotions.
- Coordinate material for inclusion in promotional materials such as the Meath/Louth LSP newsletter, LSP website, social media platforms and other communication channels.
- Identify and secure, in consultation with the Project Management Team and colleagues, opportunities to promote and market the work and activities of the SportUile project.

9. Health & Safety Management

- Contribute to ensuring that the approach taken for SportUile activities and all facilities used are fully compliant with current health and safety standards.
- Ensure that all activities undertaken by the SportUile development team and as an employee of Meath LSP are in line with codes of practice and legislation.
- Assist in the investigation of all accidents/incidents and communicate all results/recommendations arising from investigations of accidents/incidents.
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10. General

- Undertake additional duties and tasks as requested by your line manager and the Project Management Team or other designated person.
- Be flexible in approach to work and undertake any other duties that may be required within the remit of SportUile.
- Ensure that all activities undertaken as an employee of Meath LSP are in line with Meath LSP values, codes of practice and relevant legislation.

