



## **Job Description**

**Title:** Sports Development Officer

**Hours:** 9:00am to 5:30pm. The chosen candidate must be flexible, and willing to work evening and weekends. Time in lieu provided.

**Office Location:** Cork Local Sports Partnership, c/o Cork College of FET Bishopstown Campus, Rossa Avenue, Bishopstown, Cork, Ireland T12 EE94

**Reports to:** CEO

**Duration of Employment:** 1 Year fixed term contract

**Probation:** 6 Months.

### **1. Overview:**

Sport Ireland established the Local Sports Partnership (LSP) Network as an initiative to create a national structure to co-ordinate and promote the development of sport & physical activity participation at local level. LSPs aim to increase participation in sport and physical activity by breaking down barriers and increasing numbers of people participating and ensuring continued participation through all stages of life.

### **2. Role of the Sports Development Officer:**

The Sports Development Officer (SDO) will foster and encourage a culture of active participation, supporting opportunities for and access to sport and physical activity in local communities across Cork. The SDO will address barriers to participation and encourage access and increase opportunities for participation by those who experience disadvantage for any reason.

### **3. Objectives:**

The aim of the Sports Development Officer (SDO) position is to strengthen and enhance the capacity of Cork Sports Partnership (CLSP) to further develop locally lead plans and more long-term sustainable physical activity programmes in line with the objectives of the National Sports Policy and CLSP strategic plan. The officer will be required to demonstrate capacity to implement and drive sport and physical activity development while working as part of an experienced, highly effective, and innovative team.

#### **4. Specific Area of Responsibility**

Specific tasks of the SDO will be determined locally having regard to the overall job purpose (as set below) and with reference to any particular issues, challenges and priorities identified in the Cork Sports Partnership strategy. The following represents an indicative list from which the SDO tasks may be drawn depending on the above factors.

##### **Planning and Project Management**

- Actively contribute and support the preparation of the annual operational plan to deliver CLSP strategic objectives.
- Develop and implement an action plan in line with the CLSP strategy, the National Sports Policy Action Plan, the National Physical Activity Plan, Local Economic Community Plan, and actions arising out of CLSP strategic objectives.
- Participate in the design, organisation, and implementation of CLSP projects and events.
- Facilitate quarterly and annual reviews of the annual operational plan reporting on the effectiveness and impact of work areas.
- Manage and implement a comprehensive range of physical activity initiatives, programmes, events, and campaigns for relevant target groups with a view to creating sustainable participation.

##### **Community Activation**

- Provide leadership, guidance and support to the development of sustainable Community Sport Hubs and projects in Cork.
- Consult and work with local communities to identify the need and demand for new activities & supports.
- Tackle local barriers to participation through targeted projects, programmes events, campaigns and initiatives
- Support and maintain strong links between community groups and organisations and the National Governing Bodies of Sport.
- 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.

##### **Marketing, PR & Communications**

- Assist with the preparation of the CLSP marketing and communication plan including writing marketing content, press releases, articles and radio promotions.
- Collate material for inclusion in promotional materials such as the CSLP newsletter, CLSP website, social media platforms and other communication channels.
- Maintain and update sections on organisation website/social media platforms re programmes, events, and other issues in sport.
- Ability to demonstrate relevant marketing experience in the tools and strategies used to develop public campaigns from concept to execution.
- Maintain and update section on organisation website re programmes, events and other issues in sport.

## **Financial Management**

- Adhere to CLSP financial policies regarding the procurement of goods and services, budget planning and reporting, while ensuring compliance requirements of the various funders.
- Carefully manage budget and reporting responsibilities providing regular updates to CLSP Management as required.
- Identify additional sources of funding for project development.

## **Relationship Building**

- Work with CLSP current and potential partners and stakeholders including local community groups and organisations, sports clubs, NGBs, partner agencies to develop and strengthen relationships.
- Develop and maintain 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 CLSP to our various target groups.
- Develop strong partnership working with local partners, community groups and stakeholders, with a particular focus on strengthening community links.
- Support and guide clubs and communities with various issues as they arise.

## **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.
- Implement 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.

## **Health & Safety Management**

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

## **General**

- Undertake additional duties and tasks as requested by the CEO, Management, or other designated person.

- Be flexible in approach to work and undertake any other duties that may be required within the remit of CLSP.
- Ensure that all activities undertaken as an officer of CLSP are in line with CLSP values, codes of practice and relevant legislation.

## **5 . Personal Specification**

The successful candidate will be expected to have the qualifications, experiences, skills, etc. as set out below and to demonstrate that they have them in the application process and at interview.

<b>Qualifications &amp; Experience</b>
<ul style="list-style-type: none"> <li>• Degree in Sports Development, Leisure Management, Health Fitness &amp; Leisure Studies, Community Development, Health Promotion or other relevant discipline or equivalent qualification.</li> <li>• Experience of working in a sports development environment (ideally 3 years or more)</li> <li>• Experience of project management and of piloting, developing &amp; delivering sustainable physical activity-based initiatives.</li> </ul>
<b>Skills &amp; Competencies</b>
<ul style="list-style-type: none"> <li>• Ability to consult, communicate and network appropriately and effectively with all sectors of the community</li> <li>• Ability to monitor and evaluate work and write reports</li> <li>• Strong administrative and organisational skills</li> <li>• Ability to produce and access information efficiently and accurately.</li> <li>• Excellent communication, presentation and facilitation skills.</li> <li>• Ability to advise, inform, motivate and support individuals and organisations.</li> <li>• Good I.T. skills</li> </ul>
<b>Attitude and Motivation</b>
<ul style="list-style-type: none"> <li>• A constructive, positive and progressive attitude to working as part of the Cork LSP team</li> <li>• A self-motivated approach to work</li> <li>• An awareness of the role and importance of the co-ordinated inter-agency approach to the strategic development of sport</li> <li>• Commitment to on-going training &amp; development</li> </ul>
<b>Other Requirements</b>
<ul style="list-style-type: none"> <li>• A full clean driving licence and use of personal transport for work is required.</li> <li>• Willingness and ability to travel.</li> </ul>

- Ability and commitment to work unsociable hours.
- The successful candidate will be required to complete the Garda Vetting process satisfactory to Cork LSP's requirements.

The Cork Local Sports Partnership CLG will manage the Sport Development Officer with the officer having the advantage of benefiting from an established sports development network and administration structure.

**Character:**

Each candidate must be of good character.

**Health:**

Each candidate must be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service

**6. Selection process**

Candidates will initially be assessed to ensure that he/she meets the minimum qualifications set down above under "The Person Specification."

Candidates will then be assessed based on the information contained in their Cover Letter and CV having regard to the requirements of the position and the number who have applied, if they should be called for interview.

Candidates may be short-listed based on information provided in the Cover Letter and CV.

Canvassing will disqualify.

**Cork Local Sports Partnership CLG is an equal opportunities employer.**