



Candidate Information Booklet

Project Lead- Community Physical Activity and Wellbeing Initiative

12 Month Fixed Term Contract



An Roinn Sláinte
Department of Health

SláinteCare.
Right Care. Right Place. Right Time.

This initiative has received funding from the Government of Ireland's Sláintecare Integration Fund 2019

Cork Local Sports Partnership- Project Lead Community Activity and Wellbeing Initiative

Cork Local Sports Partnership (CSP) is one of 29 Local Sports Partnerships across Ireland that aims to increase participation in sport, exercise and physical activity. The work of CSP is focused on coordinating, developing and delivering programmes, initiatives, training & education for multiple target groups across Cork. The CSP team is supported by a network of local tutors and coaches operating at a local community level throughout Cork also.

Working in conjunction with Cork Kerry Community Healthcare (CKCH), the HSE and local organisations, CSP is seeking to recruit for the position of a Project Lead for a Community Activity and Wellbeing Initiative, which will be funded by Slaintecare.

The focus of the Project Leads work will be Cork City and County with a particular focus on the 11 Community Health Networks as outlined in the COMPASS Healthy Ireland implementation plan. Interviews are scheduled to take place in March 2025. Shortlisting of applicants maybe used to select candidates for interview.

Following the interview process, a panel may be formed from which the appointment will be made.

A detailed job description and related information are attached.



Job Description

- Title:** Project Lead - WellComm Active Project
- Hours:** 35 hours per week. The chosen candidate must be flexible, and willing to work evening and weekends.
- Location:** c/o Cork College of FET Bishopstown Campus, Rossa Avenue, Bishopstown, Cork.
- Reports to:** Chief Executive Officer.
- Duration of Employment:** 12 Month Fixed Term.
- Probation:** 6 Months

Job Function

The primary function of the Project Lead is to coordinate and oversee the implementation of the Slaintecare Fund, WellComm Active Initiative. As a collaborative project between Cork Local Sports Partnership and the Cork Kerry Community Healthcare team this initiative seeks to empower citizens to manage their own health through increased physical activity. The brief will include work aspects involving:

- To support and coordinate the delivery of programmes, training and interventions across Cork.
- To support and develop referral pathways for healthcare staff and their clients, GPs and Allied Health Professionals to the WellComm Active programmes, particularly with a focus on active living.

Principle duties & responsibilities:

- Coordinate and manage programmes in support of better health and increased physical activity among key populations in Cork. These include:
 - Staying Fit for the Future - Better Balance & Better Bones Programmes
 - Fun Fit
 - Start to Move
- Provide ongoing reports and updates to Cork Local Sports Partnership and Sport Ireland on the progress and development of the initiative.
- Implement all LSP monitoring and evaluation processes to understand the effectiveness of all programmes and initiatives.
- Facilitate the upskilling and training of CSP tutors and facilitators to support the rollout of programmes and interventions across Cork.

- Partake in reviews of the operational plan reporting on its effectiveness and impact.
- Contribute to ensuring that all programmes are operated on a user-friendly professional basis and delivered to the highest standard.
- Record accurately, and in accordance with CLSP financial policies and procedures, all relevant financial transactions relevant and prepare timely and accurate budgets and financial reports.

Marketing, PR & Sponsorship

- Assist with the preparation of the Sports Partnership’s Annual Report.
- Promote and increase awareness of the initiative in Cork with the support of management across Cork LSP and CKCH.
- Collate material for inclusion in regular Sports Partnership e-zines, monthly spotlights and quarterly updates.
- Provide support and assistance in maintaining an up-to-date members database.
- Prepare regular press releases on upcoming programmes and successful achievements of the initiative.
- Develop a social media profile for the Wellcomm Active Initiative.

Health

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

Project Lead Person Specification.

	Essential	Desirable
Qualifications	Third Level Qualification Minimum- Degree Level 7	Sports & Recreation Health Promotion Public Health Community Development Social Studies P.E. Or equivalent
Experience	Candidates should have a minimum of 3 years’ experience of working directly with groups and individuals who have lower participation rates in physical activity, through the assessment, design, and delivery of physical activity-based interventions.	Work with community sector Work with sports clubs / agencies. Work with statutory sector. Demonstrated aptitude for working with voluntary board / organisation.

Knowledge & Understanding	<p>Knowledge and understanding of community-based approaches to health promotion.</p> <p>Knowledge & understanding of Community & Voluntary sector.</p>	<p>Knowledge of Sports Ireland & understanding of sports & recreation issues in Ireland</p> <p>Knowledge of Healthy Ireland Framework</p>
Core Competencies	<p>Proficient in collaborating and managing relationships with multiple stakeholders, clients and funding organisations.</p> <p>Leading and motivating others.</p> <p>Ability to identify and use appropriate evaluation and research methods to evidence and improve work.</p> <p>The ability to prioritise work and co-ordinate multiple responsibilities.</p> <p>Strong organisational and project management skills.</p> <p>Ability to produce and access information efficiently and accurately.</p> <p>Excellent communication, presentation and facilitation skills.</p> <p>Ability to advise, inform, motivate and support individuals and organisations.</p> <p>Ability to prepare, monitor and manage budgets and to prepare funding applications.</p> <p>Excellent I.T. skills.</p> <p>MS Office and web-based applications.</p> <p>Supervision and support of programme tutors.</p>	
Attitude & Motivation	<p>A constructive, positive and progressive attitude to working as part of the Sports Partnership Team.</p>	

	<p>An ability to develop partnerships with the wider community</p> <p>A self-motivated approach to work.</p> <p>Be a proactive team player and possess the ability to work well in a dynamic environment.</p> <p>An awareness of the role and importance of the coordinated inter-agency approach to work.</p>	
Other Requirements	<p>Full clean driving licence.</p> <p>Access to own transport.</p> <p>Commitment to ongoing training & development.</p> <p>Ability to work unsociable hours.</p>	

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

Selection process

Candidates will initially be assessed to ensure that he/she meet 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 any candidate from the competition process.

Cork Sports Partnership CLG is an equal opportunities employer.