



## **SPORTS INCLUSION DISABILITY OFFICER JOB DESCRIPTION**

- TITLE:** Sports Inclusion Disability Officer
- HOURS:** 9:00 am to 5:30 pm. The chosen candidate must be flexible and willing to work evenings and weekends. Time in lieu will be provided.
- LOCATION:** Bishopstown, Cork, Ireland
- REPORTS TO:** The Sports Inclusion Disability Officer will report to the CEO or designated line manager of Cork Sports Partnership CLG.
- DURATION:** 1 Year fixed-term contract
- SALARY:** Aligned to Grade 4 of the Local Authority Salary Scale
- PROBATION:** 6 Months

### **OVERVIEW**

Sport Ireland launched the National Network of Local Sports Partnerships throughout the country in 2008. Now with full national coverage, the Local Sport Partnership structure aims to promote participation in sport and physical activity at a local level. Within these Local Sports Partnerships, there is a local Sports Inclusion Disability Officer whose main aim is to increase opportunities for people with disabilities to participate in sport and physical activity.

The position is offered on a 1-year fixed-term contract basis, subject to funding.

### **JOB PURPOSE**

The Sports Inclusion Disability Officer (SIDO) will work in a coordinating capacity with all relevant stakeholders to increase and sustain participation opportunities for people with disabilities.

## **KEY AREAS OF RESPONSIBILITY**

The Sports Inclusion Disability Officer (SIDO) will play a lead role in advancing inclusive sport and physical activity opportunities for people with disabilities across Cork. The postholder will support the delivery of the strategic objectives of CSP and relevant national policies through the planning, coordination, implementation and evaluation of inclusive programmes, partnerships and initiatives.

The following outlines the core responsibilities associated with the role.

### **PLANNING & PROGRAMME DELIVERY**

- Support the implementation of the CSP Strategic Plan and associated operational plans, with a particular focus on disability inclusion and equitable participation opportunities.
- Contribute to the development, delivery and review of annual operational plans, targets and performance indicators relating to inclusive sport and physical activity.
- Lead and support the design, coordination and delivery of inclusive programmes, events, initiatives and participation pathways for people with disabilities.
- Ensure inclusion principles are embedded across all CSP programmes, services and events, including Sport Ireland national initiatives and locally developed projects.
- Work collaboratively with internal staff, National Governing Bodies (NGBs), clubs, schools, community organisations, disability services and statutory agencies to strengthen inclusive participation opportunities across Cork.
- Support the development of sustainable participation pathways from introductory programmes into mainstream and disability-specific club structures.
- Maintain effective programme administration systems, including participant records, monitoring systems, databases and reporting requirements.
- Ensure all programmes and activities are delivered to a high professional standard and in accordance with safeguarding, governance, health & safety and data protection requirements.
- Support procurement, budgeting, financial administration and funding compliance processes in line with CSP policies and funding conditions.
- Assist in identifying funding opportunities and contributing to grant applications, programme proposals and funding reports where required.

### **PARTNERSHIP DEVELOPMENT & STAKEHOLDER ENGAGEMENT**

- Develop and maintain effective partnerships with disability organisations, community groups, sporting bodies, educational institutions and statutory agencies.
- Work collaboratively with local clubs and organisations to develop inclusive participation opportunities and sustainable pathways.
- Support the establishment and development of new inclusive clubs, programmes and community initiatives where identified needs exist.
- Engage with volunteer networks and community stakeholders to enhance participation supports for people with disabilities.
- Represent CSP on local, regional and national working groups, committees and networks relevant to disability inclusion and sport development.
- Participate in and contribute to the national network of Sports Inclusion Disability Officers to support shared learning, collaboration and consistency of practice nationally.
- Liaise with third-level institutions and training providers to support workforce development, student engagement and research opportunities.

### **INCLUSION DEVELOPMENT, ADVOCACY & AWARENESS**

- Promote awareness and understanding of disability inclusion, accessibility and inclusive practice within sport and physical activity settings.
- Support the development of inclusive cultures within sports clubs, schools, community groups and partner organisations.
- Act as a key point of contact and advocate for inclusive sport and physical activity across Cork.
- Develop and maintain positive working relationships with disability service providers, advocacy groups, education providers, healthcare professionals and community organisations.
- Liaise with schools, Special Educational Needs Organisers (SENs), Active Schools and education stakeholders to support inclusive physical activity opportunities for children and young people with disabilities.
- Support and strengthen local disability sport and inclusion networks, encouraging collaboration and information sharing between stakeholders.
- Promote CSP programmes, training opportunities, events and inclusive participation initiatives through appropriate communication channels, including digital media, presentations, newsletters and community engagement activities.
- Contribute to the development and maintenance of website and social media content relating to disability inclusion initiatives.

### **RESEARCH, MONITORING & EVALUATION**

- Conduct needs analysis, consultation and research to identify barriers, gaps and opportunities relating to participation in sport and physical activity for people with disabilities.
- Support the collection, analysis and reporting of participation data and programme outcomes to inform strategic planning and funding requirements.
- Implement monitoring and evaluation frameworks to measure programme effectiveness, participant outcomes and community impact.
- Assist in county-wide audits and assessments relating to participation levels, accessibility of facilities, programme provision and inclusion practices.
- Prepare reports, case studies and evaluation summaries for CSP management, funders and stakeholders as required.
- Contribute to policy development and strategic recommendations relating to disability inclusion and accessible participation.

### **EDUCATION & TRAINING**

- Coordinate and promote disability inclusion education and training opportunities for coaches, volunteers, teachers, tutors, clubs and community organisations.
- Support the implementation of national inclusion training frameworks and recognised best practice standards in collaboration with relevant national agencies including Active Disability Ireland.
- Facilitate workshops, awareness sessions and Continuous Professional Development (CPD) opportunities to increase confidence and competence in inclusive delivery.
- Support and encourage people with disabilities to become coaches, volunteers, leaders and active contributors within sport and physical activity settings.
- Assist clubs and organisations in adopting inclusive practices and improving accessibility across programmes and facilities.
- Maintain up-to-date knowledge of developments, policy changes and emerging best practice in disability inclusion and community sport development.

## **EDUCATION, QUALIFICATIONS & EXPERIENCE**

### **ESSENTIAL REQUIREMENTS**

Applicants must demonstrate that they meet the following essential requirements at the closing date for applications:

### **QUALIFICATIONS**

- A relevant third-level qualification (Level 7 or higher on the National Framework of Qualifications) in one or more of the following areas:
  - o Sports Development
  - o Leisure Management
  - o Adapted Physical Activity
  - o Community Development
  - o Health Promotion
  - o Disability Studies
  - o Physical Education
  - o Recreation Management
  - o or another relevant discipline

### **EXPERIENCE**

- A minimum of two years' relevant experience working in:
  - o disability inclusion,
  - o community sport development,
  - o physical activity promotion,
  - o health promotion,
  - o or a related field.
- Experience in planning, coordinating and delivering programmes, projects or initiatives relating to sport, physical activity, inclusion or community participation.
- Experience working collaboratively with community groups, schools, clubs, voluntary organisations, disability services or other stakeholders.
- Experience in programme administration, monitoring, evaluation and reporting.
- Experience managing budgets and/or financial reporting processes.

### **KNOWLEDGE & SKILLS**

- Demonstrated understanding of disability inclusion and the importance of accessible participation opportunities in sport and physical activity.
- Awareness and understanding of different models of disability and inclusive practice.
- Excellent interpersonal and relationship-building skills, with the ability to engage effectively with participants, communities, partner organisations and stakeholders.
- Strong communication skills, including written, verbal and presentation skills.
- Strong organisational and administrative skills, including the ability to manage multiple projects and competing priorities.
- Proficiency in Microsoft Office and digital communication platforms, including:
  - o Word, Excel, PowerPoint, Outlook/Email
  - o online meeting and reporting systems
- Ability to collect, manage and report data accurately and efficiently.

### **OTHER REQUIREMENTS**

- Flexibility to work evenings and weekends as required.
- Full clean driving licence and access to own transport for work-related travel.

## **DESIRABLE REQUIREMENTS**

The following experience and qualifications would be considered advantageous:

- Experience delivering inclusive sport or physical activity programmes for people with disabilities.
- Relevant disability inclusion or safeguarding training.
- Knowledge of the Irish sport, community and disability sectors.
- Experience working with National Governing Bodies (NGBs), Local Sports Partnerships, schools or disability organisations.
- Experience facilitating education or training workshops.
- Understanding of accessibility standards and inclusive programme design.
- Experience in grant administration, funding applications or stakeholder reporting.

*Cork Sports Partnership is committed to equality, diversity and inclusion and welcomes applications from individuals of all backgrounds and abilities. Reasonable accommodation will be provided throughout the recruitment process where required.*