



**Tipperary Sports Partnership**  
***Position of Community Sports Hub Development Officer***  
**(12 month contract)**

***JOB DESCRIPTION***

<b>Title:</b>	<b>Community Sports Hub Development Officer</b>
<b>Salary:</b>	<b>€17,251.80</b>
<b>Hours:</b>	<b>Part Time (3 days per week)</b>
<b>Office Location:</b>	<b>Tipperary County Council (Civic Offices Tipperary Town and Canon Hayes Sports &amp; Recreation Centre Tipperary Town)</b>
<b>Reports to:</b>	<b>Sports Co-ordinator</b>

**Job Specification**

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 and 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.

Tipperary Town has been selected as a Community Sport Hub working with the Canon Hayes Recreation Centre and Tipperary County Council to encourage greater utilisation across the whole of life spectrum in participating and promoting physical activity.

The aim of the Community Sports Hub Development Officer funding by Sport Ireland under Dormant Accounts is to work with the relevant organisations and individuals to develop, co-ordinate and implement a comprehensive plan to promote, attract and develop sustainable usage of the new Community Sports Hub in the Canon Hayes Sport & Recreation Centre in Tipperary Town. Particular emphasis will be given to key target groups i.e. older adults, young people, teenage girls, young men and women and persons with a disability.

The individual will work closely with Tipperary County Council and the Canon Hayes Sport & Recreation Centre to develop the Sports Hub as a venue for sustainable community sport and physical activity.

## Objectives:

1. Support the establishment of a new Community Sports Hub in Tipperary Town
2. Maintain and establish networks and community engagement with the Community Sports Hub
3. Support the development and implementation of exciting and dynamic opportunities to increase community participation
4. Increase the capacity of the Community Sports Hub through education and training
5. Develop sustainable structures in order to sustain physical activity and identify sustainable income streams to support the Community Sports Hub development.
6. Maintain a good working relationship with Canon Hayes Recreation Centre by identifying specific roles/responsibilities and expectations with the Board of Management & staff of the Centre

## Job Description:

- This role is offered on a fixed term contract for 12 months, subject to satisfactory completion of a 3 month probationary period.
- This position will require flexibility around working hours with regards evenings and weekends.
- Job Location – Tipperary Town
- Reports to – TSP Sports Co-ordinator
- The salary is on the Grade IV Local Authority Scale commencing at €17,251.80 travel expenses will be reimbursed

## Role of the Community Sports Development Officer

The role of the Community Sports Hub Development Officer (CSHDO) will be to establish a new Community Sports Hub in Tipperary Town and to foster and encourage a culture of Active Participation, supporting opportunities for and access to sport and physical activity in the Community Sports Hub. The CSHDO will address barriers to participation and encourage access and increase opportunities for participation. The CSHDO will cover work in the areas below:

### Community Activation

- Work with key partners, stakeholders and the local community to identify new sporting activities and usage of the Sports Hub
- Provide guidance and support to develop sustainable opportunities
- Plan, deliver and evaluate key participation programmes
- Tackle local barriers to participation through targeted programmes and initiatives
- Support and maintain strong links between schools, community organisations and sports clubs with the Community Sports Hub

### Relationship Building

- Work with key partners, stakeholders, community organisations and sports clubs to increase opportunities for participation in physical activity and the development of the facility.
- Ensure existing customer base and patrons of Canon Hayes Recreation Centre are maintained and customer base broadened and enhanced

### Planning & Programme Management

- Contribute to and assist with the development of an comprehensive action plan to establish and develop the Sports Hub

- Support and contribute to the preparation of the annual operations plan for the delivery of physical activity plan
- Encourage and foster opportunities for programme development and new initiatives with partner agencies

#### **Facilitation**

- Support the capacity building of the Community Sports Hub
- Coordinate and facilitate training and development opportunities
- Support the development and upgrading of the Sports Hub facility

#### **Evaluation**

- Implement a monitoring and evaluation framework for the Community Sports Hub

#### **Financial Management**

- Prepare & manage programme budget and reporting requirements to Sports Co-ordinator
- Research & identify suitable sources of income to support activities determining their grant making criteria, interests, funding timetables and other requirements

#### **Marketing & PR**

- Support and contribute to the development of a promotional plan for the Community Sports Hub
- Prepare marketing and promotional materials to promote the Community Sports Hub in consultation with the Canon Hayes Recreation Centre when joint initiatives are entered into
- Promote the Community Sports Hub through social media, press releases and reports

#### **Other**

- Undertake other duties as required by Tipperary Sports Partnership

#### **It is a requirement for candidates to possess the following:**

- A recognised qualification at degree level or equivalent in sports development, leisure management, or equivalent
- 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
- An understanding of the community and voluntary sector and the sports and recreation environment and of motivating those sectors with lower participation characteristics to become involved.
- Strong IT, administrative and organisational skills

#### **It is desirable for candidates to possess the following:**

- Excellent communication skills, presentation and facilitation skills
- A good understanding of project-based programme delivery with measureable outcomes
- Ability to monitor, evaluate work and write reports
- 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
- Ability to prepare, monitor and manage budgets and to prepare funding applications
- Ability to produce good quality publicity material
- A full clean driving license and access to own transport.

## **Character:**

Candidates shall 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.
- For the purpose of satisfying the requirement as to health, it will be necessary for the successful candidate, before he/she is appointed, to undergo, a medical examination by a qualified medical practitioner to be nominated by the Local Authority.

## **Superannuation:**

- (i) Persons who become pensionable employees of a local authority who are liable to pay Class A rate of PRSI contribution will be required in respect of their superannuation to contribute to the local authority at the rate of 1.5% of their pensionable remuneration plus 3.5% of net pensionable remuneration (i.e. pensionable remuneration less twice the annual rate of social insurance old age contributory pension payable at the maximum rate to a person with no adult dependant or qualified children).
- (ii) Persons who become pensionable employees of a local authority who are liable to pay the Class D rate of PRSI contribution will be required in respect of their superannuation to contribute to the local authority at the rate of 5% of their pensionable remuneration.
- (iii) All persons who become pensionable employees of a local authority will be required in respect of the Local Government (Spouse's and Children's Contributory Pension) Scheme to contribute to the local authority at the rate of 1.5% of their pensionable remuneration in accordance with the terms of the Scheme.
- (iv) New members joining the Public Sector after the 1st January 2013 will be required to join the Single Public Service Pension Scheme. A rate of PRSI contribution will be required in respect of their superannuation to contribute to the local authority at the rate of 3% of their pensionable remuneration plus 3.5% of net pensionable remuneration (i.e. pensionable remuneration less twice the annual rate of social insurance old age contributory pension payable at the maximum rate to a person with no adult dependant or qualified children). This includes a contribution to a Spouse's and Children's Scheme.

## **Probation**

Where a person, who is not already a permanent employee of the Local Authority, is appointed, the following provisions shall apply:-

- there shall be a period after such appointment takes effect, during which such person shall hold such post on probation;
  - such period shall be one year but the Chief Executive may, at his or her discretion, extend such period;
  - such person shall cease to hold the post at the end of the period of probation unless during such period the Chief Executive has certified that the service of such person is satisfactory.
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- **Salary : € 17,251.80**

The salary shall be fully inclusive and shall be as determined from time to time. The holder of the post shall pay to the Local Authority any fees or other monies (other than his/her inclusive salary) payable to or received by him/her by virtue of his/her office or in respect of services which he/she is required by or under any enactment to perform

- **Residence:**

The holder of the office shall reside in the district in which his/her duties are to be performed or within a reasonable distance thereof.

- **Selection process:**

Candidates will initially be assessed to ensure they meet the minimum qualifications set down above. Assessment will be based on information provided by the candidate on the application form. Qualifications of successful candidates may be subject to further checks post interview to confirm they meet the criteria.

Candidates will then be assessed on the basis of other information contained in their application form to determine, 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 on the basis of information provided in the application form.

## Key Competencies:

The interview will concentrate on the specific competencies listed hereunder and it is expected that candidates will be in a position to demonstrate, through questioning, their abilities in some or all of the following competencies:

Competency Heading	Competency Description
<b>Delivering Results</b>	Candidates will be required to demonstrate their ability to <ul style="list-style-type: none"><li>• Identify problems and contribute to solutions</li><li>• Ability to plan and organize workloads in order to meet deadlines</li><li>• Demonstrate ability to deliver quality work and customer services</li></ul>
<b>Performance Through People</b>	Candidates will be required to demonstrate their ability to: <ul style="list-style-type: none"><li>• Engage with staff and work as a team</li><li>• Build and maintain positive working relationships</li><li>• Resolve conflict situations</li><li>• Demonstrate ability to lead by example and show initiative</li><li>• Excellent interpersonal, verbal and written communication skills</li></ul>
<b>Personal Effectiveness and Dealing with Change</b>	Candidates will be required to demonstrate their ability to: <ul style="list-style-type: none"><li>• Persuade and influence others</li><li>• Demonstrate ability to be flexible and open to change</li><li>• Understand the need for ongoing change</li><li>• Demonstrate ability to adapt to new challenges</li><li>• Commit to public service values</li></ul>

- **Selection Process – shortlisting**

Normally the number of applications received for a position exceeds that required to fill existing and future vacancies to the position. While candidates may meet the eligibility requirements of the competition, if the numbers applying for the position are such that it would not be practical to interview everyone, Tipperary County Council may decide that a number only will be called to interview. A short

listing process will apply whereby a group of applicants will be selected for interview who, based on an examination of the documents provided by each applicant, appear to be the most suitable for the position.

This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates who are, prima facie, better qualified and/or have more relevant experience.

In the event of a short listing exercise being employed, an expert board will be appointed to examine the information provided in each application form, assess it against the criteria based on the requirements of the position and decide which applicants will be shortlisted, relative to the other candidates applying for the position.

It is therefore in the interests of each candidate to provide a detailed and accurate account of his/her qualifications/ experience on the application form.

#### **GENERAL INFORMATION:**

- **Health**

For the purpose of satisfying the requirement as to health it may be necessary for the successful candidate, before they are appointed, to undergo a medical examination by a qualified medical practitioner to be nominated by the Council.

- **Deeming of Candidature to be withdrawn**

Candidates who do not attend for interview when and where required by Tipperary County Council, or who do not, when requested, furnish such evidence as the Council requires in regard to any matter relevant to their candidature, will have no further claim to consideration.

- **Period of Acceptance**

Tipperary County Council will require the person to whom appointment is offered to take up the appointment within a period of not more than one month and if he/she fails to take up the appointment within such period or such longer period as the Council in its absolute discretion may determine, the Council shall not appoint her/him.

#### **General Data Protection Regulation:**

Tipperary County Council is committed to protecting your personal data and we comply with our obligations under the Data Protection Acts, 1988 – 2018, (once enacted) and the General Data Protection Regulation.

## **Basis for Processing your Personal Information:**

The basis for processing your personal data is to process your application for the position you have applied for with Tipperary County Council under the Terms of the Employment (Information) Act 1994 and Human Resources Department policies and procedures.

Personal data sought for the purpose of recruitment will include your name, your contact details including email address and mobile number, particulars of education, details regarding your record of employment, details of referees and confirmation of if you require an employment permit/visa/ or work authorisation.

When your application form is received, we create a computer record in your name, which contains much of the personal information you have supplied. This personal record is used solely in processing your candidature. You are entitled to obtain at any time, a copy of information about you, which is kept on computer.

## **Sharing of Information:**

Outside of the relevant recruitment team, the information provided in your application form will only be shared for progressing the competition for which you have applied for, with a designated shortlisting and/or interview board. If, following the competition, you are placed on a Panel and offered a position, the information provided in your application form will form part of your Personnel File and may be used for deciding the post to which you are assigned.

Furthermore, should you be offered a position and subsequently confirm your interest in the position, the information provided on your application form will be used to request service records, employment references and/or character references as required.

## **Storage period:**

Your application will be retained for one year from the date a panel for this position is formed. In exceptional circumstances panels can be extended for an additional year and your personal data will be kept until the extension has expired (usually a further one year, rarely two years). You will be notified if the panel has been extended after one year and the new expiry date of the panel. Applications which are unsuccessful at interview stage will be retained for one year. Applications that are not progressed to interview stage will be destroyed post competition.

If you do not furnish the personal data requested, Tipperary County Council will not be able to progress your application form for the competition for which you are applying.



## **Garda Vetting:**

This post may come within the scope of the Local Authorities Garda Vetting Scheme. If a post comes within the scope of the Local Authorities Garda Vetting Scheme a Garda clearance check will be carried out prior to your appointment to the Council. Accordingly candidates may be required to complete and sign a Consent Form to permit the required vetting to be completed prior to taking up duty. A record of an offence will not necessarily disqualify applicants as each application will be considered on its merits.

However, applicants are required to declare any offence for which they have been charged or convicted. Applicants are advised to declare any charges that are pending as they could lead to an individual being discharged from the Council. Failure to disclose information when required to do so, will render an application void and in the event that an applicant has been employed it may result in termination of employment.

Should an applicant be charged with an offence between the dates of the application and appointment she/he must notify the Council in writing, as this may affect employment in the Council.

## **Canvassing:**

Any attempt by a candidate, or by any person(s) acting at the candidate's instigation, directly or indirectly, by means of written communication or otherwise to influence in the candidate's favour, any member of the staff of the County Council or person nominated by the County Council to interview or examine applicants, will automatically disqualify the candidate from the position being sought.

**The Local Authority shall require a person, to whom an appointment is offered, to take up such appointment within a period of not more than one month and if he/she fails to take up the appointment within such period, or such longer period as the Local Authority in its absolute discretion may determine, the Local Authority shall not appoint him/her.**

**The closing date for applications is 4.00 p.m. on Tuesday 19<sup>th</sup> January 2021.**

**Tipperary County Council is an equal opportunity employer.**