

COORDINATOR DRUMLISH COMMUNITY SPORTS HUB QUALIFICATIONS

1. Character

Candidates shall be of good character.

2. 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.

3. Qualifications & Experience

- Relevant qualification in Sports Development from recognised bodies or equivalent qualification
- Relevant experience desirable but not essential in Sports Development/Health/Fitness
- Experience desirable in the areas of education, social or community development work or of working in the community sector in a developmental and supportive capacity either in a paid or voluntary role
- 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

4. Requirement to Drive

Candidates shall be required to possess a full Clean Driving Licence without any endorsements.

5. Desirable

- Ability to consult, communicate and network appropriately and effectively with all sectors of the community
- Ability to monitor and evaluate work and write reports
- Strong administrative and organisational skills
- Ability to produce and access information efficiently and accurately
- Excellent communications, presentation and facilitation skills
- Ability to advise, inform, motivate and support individuals and organisations
- Ability to prepare, monitor and manage budgets and to prepare funding applications
- Ability to produce good quality publicity material
- Good IT Skills
- A constructive, positive and progressive attitude to working as part of the Drumlish Community Centre and Longford Sports Partnership team and an ability to develop partnerships with the wider community
- A self-motivated approach to work
- An awareness of the role and importance of both coordinated and inter-agency responses to local sporting needs.

Drumlish Community Centre CLG is an equal opportunities employer.

COORDINATOR DRUMLISH SPORTS HUB PARTICULARS

1. **GENERAL:**

Drumlish is where a Community Sports Hub Model is being developed and encouraging greater participation in sport and physical activity amongst all sectors of the local population.

The Coordinator will be based in Drumlish and will work very closely with the Longford Sports Partnership. This is a full-time post of 37hrs per week it may include weekend/evenings if required. The post is funded through the dormant accounts for a 12 month period. He/She will report to the coordinator of the Longford Sports Partnership who oversee the hubs development and also attend the meetings on a continuous basis.

This post is a part-time 1 year fixed term contract, subject to satisfactory completion of a 6 month probationary period. The Coordinator will work a 37 hour week. Some flexibility of hours may be required for evening and/or weekend work to accommodate the service needs, for which time off in-lieu can be taken.

2. **SALARY:**

The salary shall be fully inclusive and shall be as determined from time to time.

SALARY SCALE - €26000 per annum

3. **DUTIES:**

Their role will be to facilitate, support and build capacity in Drumlish, which will develop and expand the range of opportunities for people to more fully participate in sporting and physical activity. The Coordinator will work closely with sports clubs, community based organisations and National Governing Bodies of Sport to:

- a) Support the development of exciting and dynamic opportunities to increase participation in sport and physical activity
- b) To build capacity with stakeholders and smaller NGB's to deliver services not currently in the area
- c) To develop sustainable local leadership for sport
- d) To implement ongoing monitoring and evaluation. In line with Longford Sports Partnership Strategy specific groups will be targeted such as young people, older adults, women, ethnic minorities, people with disabilities etc.

Areas of Responsibility (may be shared with other Development Staff)

- Implementation of local and national programmes and training such as Safeguarding, Go for Life, etc
- Research, administration, planning, organising and delivery of relevant courses, workshops and seminars
- Administration of and attendance at courses that are contracted out, maintaining the standards and representing Drumlish Community Centre and Longford Sports Partnership.
- Reports and regular updates to the coordinator, Board and Sports Ireland as required.
- Undertake any other relevant and related duties that may be required by Drumlish Community Centre and Longford Sports Partnership.

Planning & Programme Management

- Support and contribute to the preparation of operational plan for the delivery of a Community Sports Hub
- Facilitate review of the operational plan reporting on the effectiveness and impact
- Support the Drumlish to enable clubs to work together.
- Build strong links between schools and community sports clubs
- Bridge barriers identified such as people barriers, institutional barriers and gaps in facilities
- Develop greater awareness of what's available/upcoming events amongst members in the community
- Promote the benefits of physical activity throughout the community
- Draw up plan of activities which will highlight equipment needs
- Create and promote opportunities for outdoor sports in the area such as walking, cycling, and water sports
- Coordinate and facilitate training and development opportunities
- Implement NGB courses to upskill volunteers
- Assist in Funding applications
- Support the roll out of all LSP activities including any of Sport Ireland National Programmes as required
- Contribute to ensuring that all programmes and courses are operated on a user-friendly professional basis
- Encourage and foster opportunities for programme development and new initiatives with Partner agencies
- Facilitate and support the development of locally based initiatives and sports clubs
- Initiate and maintain close contact with voluntary and community-based sporting organisations
- Encourage a lifestyle of regular physical activity as an objective of LSP and partner agencies
- Carry out research and needs analysis as appropriate
- Contribute to and assist with the implementation of the LSP Strategy.
- Measure and monitor performance indicators on the basis of the impact which LSP courses/programmes are having at local level

Marketing & PR

- Promotion of programmes, seminars, workshops, conferences
- Provide support and assistance in maintaining up-to-date databases
- Encourage all participants on courses/programmes to utilise the services on offer
- Identify and secure, in consultation with the Manager, regular press releases on upcoming events and successful achievements
- Promote Drumlish Sports Hub through social media i.e. Facebook, Instagram, Twitter, and the Website

Finance & Funding

- Prepare timely and accurate programme budgets and periodic reports
- Record accurately, all financial transactions pertinent to your department
- Research and identify suitable sources of income to support activities

4. ANNUAL LEAVE:

Annual leave entitlement is 21 days per year.

5. SHORTLISTING:

Candidates may be shortlisted for interview on the basis of information supplied in their application. Where it is considered that it would be reasonable not to admit all applicants to the interview, by reason of the number of applications received and the standard of knowledge, training or experience in general of the candidates, only persons likely to attain at the interview a standard sufficient for selection and recommendation for appointment shall be called for interview.

6. RECRUITMENT:

- i) Selection shall be by means of a competition based on an interview
- ii) A panel may be formed on the basis of such interview to fill further vacancies that may arise.

Candidates whose names are on a panel and that they possess the qualifications declared for the position and that they are otherwise suitable for employment may within the life of the panel be employed as appropriate vacancies arise. The life of the panel will not be more than one year from the date of its establishment.

7. REFERENCES/DOCUMENTARY EVIDENCE:

Each candidate will be required to submit as referees the names and addresses of two responsible persons to whom he/she is well known but not related. Candidates will be required to submit documentary evidence in support of their application.

8. GARDA VETTING:

Offer of employment will be subject to a Garda vetting process. Failure to pass Garda vetting will result in the offer of employment being terminated with immediate effect.

NOTES:

Applicants are reminded that any attempt by themselves or by any persons acting on their behalf directly or indirectly by means of written communication or otherwise to canvass will automatically disqualify the applicant for the position they are seeking.

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