

KILDARE COUNTY COUNCIL
CANDIDATE INFORMATION BOOKLET
PLEASE READ CAREFULLY

SPORTS DEVELOPMENT OFFICER
2 YEAR CONTRACT

Closing Date: 4.00 p.m. on 9th February 2023

Kildare County Council is committed to a policy of equal opportunity.

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JOB DESCRIPTION

Overview

Sport Ireland (previously the Irish Sports Council) supported the establishment of Local Sports Partnerships around the country to co-ordinate and to promote the development of sport. The key aims of the Local Sports Partnerships are to increase participation in sport and to ensure that local resources are used to best effect. Sport Ireland sees these partnerships as the best mechanism for delivering recreational sport to the greatest number of people.

Sport Ireland and its network of Local Sports Partnerships (LSPs) is committed to the equal treatment of all people when it comes to their participation in sport. In addition to the Sport Ireland Statement of Strategy (2018-2022), the following national policies and plans set out the overarching framework under which sports participation is underpinned:

- The National Sports Policy 2018-2027 recognises the important contribution sport makes to Ireland and the key roles played by the National Governing Bodies of Sport (NGBs), the Local Sports Partnerships (LSPs) and the representative sporting organisations in the delivery of that contribution.
- The National Physical Activity Plan aims to increase physical activity levels across the whole population. It aims to create a society which facilitates people whether at home at work or at play to lead an active way of life.
- The National Participation Plan sets out how Sport Ireland will deliver on the ambition of both the Sport Ireland Strategy and the National Sports Policy

Kildare Sports Partnership has committed to providing physical activity opportunities for all people in its latest Strategic Plan 2022-23.

The CSDO role will work towards meeting the objectives of all relevant plans listed above.

THE JOB: SPORTS DEVELOPMENT OFFICER

Kildare County is seeking to establish a panel of Sports Development Officers, as part of the Sports Partnership initiative, to fill contract posts that arise during the life of the panel.

RESPONSIBILITIES/DUTIES:

The Community Sports Development Officer (CSDO) will foster and encourage a culture of Active Participation, supporting opportunities for and access to sport and physical activity in local communities. The CSDO will address barriers to

participation and encourage access and increase opportunities for participation by those who experience disadvantage for any reason. The CSDO will cover work in the below areas:

Research

- Establish a baseline in the communities chosen for interventions and conduct an audit of local clubs and update where this has already been completed.

Community Activation

- Consult and work with local communities to identify the need and demand for new activities.
- Provide guidance and support to develop sustainable community sports clubs.
- Establish a sports forum that will enable clubs to work together.
- Tackle local barriers to participation through targeted programmes and initiatives.
- Support and maintain strong links between schools and community sports clubs.

Planning

- Develop action plans in line with the needs of the community.

Relationship Building

- Work with smaller national governing bodies that do not currently have development officers to increase opportunities for participation.

Facilitation

- Support the continued roll out of Sport Ireland's investment including Dormant Accounts Funded projects.
- Coordinate and facilitate training and development opportunities.

Evaluation

- Implement a monitoring and evaluation framework for all projects.

Financial Management

- Establish a financial monitoring template for the operational budget.

The duties shall be such as may be assigned to the employee from time to time by the local authority and shall include the duty of deputising for other officers of the local authority, when required, and such duties as may be assigned to him/her in relation to the area of any other local authority.

THE IDEAL CANDIDATE

It is desirable that candidates demonstrate through their application form and at the interview that he/she:

- Inter-personal skills to involve people, schools and communities in the planning, delivery and evaluation of programmes and initiatives.
- Be competent in the area of sports development.
- Experience in programme monitoring, evaluation and reporting
- A proficiency in IT and communication technology systems
- Excellent communication (oral and written), administration, organisational and presentation skills.
- Possess excellent professional/technical knowledge and skills.
- Excellent team leadership skills
- Ability to work independently or within multi-disciplined teams.
- Problem solving skills.
- A good understanding of safety management in the workplace including Health & Safety legislation and regulations.

Driving Licence

Applicants should at the date of appointment hold a full valid Irish /EU licence, for Class B vehicles, or a licence acceptable to NDLS for transfer to full Irish licence, (Link below). They must be a competent driver and, shall drive a car in the course of their duties and for this purpose provide and maintain a car to the satisfaction of the local authority. The council must be indemnified on their insurance.

<https://www.ndls.ie/help/faq.html#exchange-of-foreign-driving-licences>

QUALIFICATIONS

The qualifications for the position of Community Sports Development Officer are:

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.

EDUCATION/EXPERIENCE, ETC.:

Each candidate must, on the latest date for receipt of completed application forms –

(i)(a) have obtained at least Grade D (or a Pass), in Higher or Ordinary Level, in five subjects (or four Subjects if Irish is included) from the approved list of subjects in the Department of Education Established Leaving Certificate Examination or Leaving Certificate Vocational Programme Including Irish and/or English and one of the following: Mathematics, Accounting, Business Organisation or Economics, and

(b) have obtained at least Grade C (or Honours) in higher level (or Honours) papers in three subjects in that examination (or two subjects if Irish and/or one of the following is included: Mathematics, Accounting, Business Organisation or Economics) or

(ii) have obtained a comparable standard in an equivalent examination, or

(iii) hold a third level qualification of at least degree standard.

It is a requirement for candidates to possess the following:

- 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

It is desirable for candidates to possess the following:

- A recognised qualification at a minimum of certificate level or equivalent in sports development, leisure management or similar.
- A minimum of 2 years' experience in sports development or physical activity provision.
- Excellent communication skills
- Excellent organisational skills
- A good understanding of project-based programme delivery with measureable outcomes
- A good understanding of project evaluation
- 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
- A full clean driving license and access to own transport.

Please supply copies of any certificates, diplomas or degrees you may have with the application form.

PRINCIPAL CONDITIONS OF SERVICE

TYPE OF POST: To form a panel from which full-time, permanent and fixed term contract posts may be filled.

SALARY:

€30,932 per annum to €46,411 per annum (maximum)
€47,881 per annum (LSI 1) (after 3 years satisfactory service at maximum)
€49,358 per annum (LSI 2) (after 6 years satisfactory service at maximum)

Please note starting pay for new entrants will be at the minimum of the scale. The rate of remuneration may be adjusted from time to time in line with Government Pay Circulars.

PROBATION:

(a) There shall be a period after appointment takes effect, during which such a person shall hold the position on probation;

- (b) Such period shall be six months but the Chief Executive may, at his discretion, extend such period;
- (c) Such a person shall cease to hold the position at the end of the period of probation unless during this period the Chief Executive has certified that the service is satisfactory;
- (d) There will be assessment(s) during the probationary period;

Working Hours (35 Hour Week)

Hours of work will be 35 hours per week, but flexibility will also be required and there will be a requirement to work evenings and weekends as may be necessary from time to time.

No overtime will be paid, but time in lieu will be allowed for hours worked outside of normal working hours. This must be agreed with the Line Manager.

Kildare County Council also has a flexi time system in operation, details of which are available from the Human Resources Section.

All hours of work will be subject to and recorded in accordance with the provisions of the Organisation of Working Time Act, 1997 and the Organisation of Working Time Act (Regulations) 2001.

Location

Staff will be based at Áras Chill Dara, or other council facilities within the county.

Kildare County Council reserves the right to assign you to any premises in use by the Council, now or in the future.

Residence

Holders of the post shall reside in the district in which their duties are to be performed or within a reasonable distance thereof.

Annual Leave

Granting of annual leave, payment for annual leave and arrangements for public holidays will be governed by the provisions of the Organisation of Working Time Act 1997 and the nationally agreed annual leave scheme for the sector. The annual leave year runs from 1st January to 31st December. The current leave entitlement for this post is **30** days.

Superannuation Contribution

Persons who become pensionable officers of a local authority, who are liable to pay the Class A rate of PRSI contribution will be required in respect of their superannuation to contribute to 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 the State Pension Contributory).

Persons who become pensionable officers 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.

All persons who become pensionable officers of a local Authority are required, in respect of the Local Government (Spouses and Children's Contributory Pension) Scheme, 1986, to contribute to the local authority at the rate of 1.5% of net pensionable remuneration (i.e. pensionable remuneration less twice the annual rate of State Pension contributory) in accordance with the terms of the Scheme.

Pension Arrangements and Retirement Age

Candidates will be informed of their superannuation position at time an offer of appointment is being made.

Incentivised Scheme for Early Retirement (ISER)

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department of Finance Circular 12/09 that retirees, under that Scheme, are debarred from applying for another position in the same employment or the same sector. Therefore, such retirees may not apply for this position.

APPLICATION PROCESS

Candidates are invited to complete the online application form on our candidate portal. First time candidates will need to register with the Submit.com platform and then complete the form. Details are available on our website at <http://kildare.ie/countycouncil/AllServices/Recruitment/>.

Closing date is Thursday 9th February 2023 at 4.00 p.m.

An official application form must be completed in full by the closing date for the competition. Please note that amendments to the application form will not be accepted after the closing date.

SELECTION PROCESS

The competition may consist of a two-stage process:

1. Eligibility/Shortlist

Candidates will be assessed to determine if they meet the declared qualifications for the post. Shortlisting may also be carried out depending on the number of

applications received and the likely number of vacancies to be filled. Where shortlisting applies candidates will be assessed relative to each other based on information supplied in the application form. Only shortlisted candidates will be called for interview.

2. Competitive interview

Candidates are expected to demonstrate in their application form and at interview that they have the **knowledge, understanding, skills** and **experience** required for the role as detailed above in the job description and qualifications for the position.

Candidates will also be assessed under the following key competencies.

<p>Management and Change</p>	<p>Strategic Ability Plans, develops and prioritises work programmes that are aligned to Corporate and Operational Plans.</p> <p>Networking and Representing Develops and maintains positive and beneficial relationships with relevant interests. Ability to negotiate and influence and adopt a partnership approach with all stakeholders.</p> <p>Bringing about Change Effectively manages the introduction of change and overcomes resistance to change.</p> <p>Safety, Health and Welfare at Work Ensures compliance with all relevant legislation /regulations including Health & Safety, Planning & Procurement.</p>
<p>Delivering Results</p>	<p>Problem Solving and Decision Making Can pinpoint critical information and can address issues logically. Acts decisively and makes timely, informed and effective decisions.</p> <p>Operational Planning Plans, develops and prioritises work programmes with senior management that are aligned to the Council’s Corporate Plan and Kildare Sports Partnership’s Strategic & Operational Plans.</p> <p>Managing Resources Manages the allocation, use and evaluation of resources to ensure they are used efficiently to deliver on operational plans. Drives and promotes reduction in cost and minimisation of waste.</p>

	<p>Delivering Quality Outcomes Promotes the achievement of quality outcomes in delivering services.</p> <p>Evaluates the outcomes achieved against operational plans, identifies learning and implements improvements required.</p>
<p>Performance through People</p>	<p>Leading and Motivating Leads, motivates and engages others to achieve quality results.</p> <p>Managing Performance Effectively manages performance and conflict. Empowers and encourages people to deliver their part of the operational plan.</p> <p>Communicating Effectively Communicates effectively & professionally with range of stakeholders including staff, elected members, businesses & residents.</p> <p>Is effective in communicating a complex or technical message, using language appropriate to the audience.</p>
<p>Personal Effectiveness</p>	<p>Motivation, Initiative and Achievement Is enthusiastic about the role and is motivated in the face of difficulties and obstacles.</p> <p>Remains calm under pressure and has the ability to manage the delivery of several tasks/projects concurrently.</p> <p>Manages their time effectively, focusing on essential tasks and responsibilities.</p> <p>Qualifications and Knowledge Keeps up with current and emerging developments, trends and best practice in this area.</p> <p>Integrity Demonstrates a strong commitment to delivering an effective Public Service.</p>

APPOINTMENT

Other

Appointments to the Council are subject to satisfactory checks with regard to references, qualifications, medical examinations, and Garda Vetting as applicable.

Period of Acceptance

The local authority shall require persons to whom an appointment is offered to take up such appointment within a period of not more than one month and if they fail 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 them.

Feedback and Review

Candidates can seek feedback from their interview. If a candidate is unhappy with an action or decision in relation to their application for appointment, they can seek a review of the process. Any request for feedback or review must be made within 5 working days of the date of notification of the decision.