

## **GARRYOWEN COMMUNITY SPORTS DEVELOPMENT OFFICER (CSDO)**

### **Job Description**

#### **General**

Garryowen has been selected as a Community Sports Hub where local facilities are supported to encourage greater utilisation across the whole of life spectrum in participating and promoting Physical Activity.

The creation of this Hub is made possible through funding from Dormant Accounts facilitated by Sport Ireland and Limerick Sports Partnership (LSP). The LSP have partnered with Garryowen CDP and Limerick Youth Service in progressing this exciting project for the Garryowen Community.

The CSDO will facilitate and support initiatives which will develop and expand the range and quality of opportunities within the Garryowen Community to fully participate in sporting and physical activity opportunities.

The CSDO will work closely with Schools, Communities, sports clubs, community based organisations and Partner Organisations to promote quality experiences for participation and to support their work locally. 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.

#### **Planning & Programme Management**

- Contribute to and assist with the preparation and implementation of a Community Physical Activity Plan for Garryowen.
- Support and contribute to the preparation of annual operational plans for the delivery of the Community Physical Activity Plan.
- Facilitate annual reviews of the operational plan reporting on the effectiveness and impact.
- Contribute to ensuring that all Education and Training courses and programmes 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 as an integral part of the Community Physical Activity Plan.
- Promote physical activity opportunities and experiences across local green spaces within the Garryowen Community.
- Initiate and maintain close contact with voluntary and community-based sporting organisations.
- Encourage a lifestyle of regular physical activity as a key objective of Garryowen Sports Hub and partner agencies.
- Carry out research and needs analysis as appropriate
- Measure and monitor performance indicators on the basis of the impact which the Garryowen Sports Hub courses/programmes are having at local level.

### **Specific Areas of Responsibility**

- Research, administration, planning, organising and delivery of relevant courses, workshops, programmes and seminars
- Administration of and attendance at courses that are contracted out, maintaining the standards and representing Garryowen Sports Hub.
- Reports and regular updates to Line manager as required.
- Undertake any other relevant and related duties that may be required by Garryowen CDP.

### **Marketing & PR**

- Collate material for inclusion in a biannual Newsletter.
- Provide support and assistance in maintaining up-to-date databases.
- Encourage all participants on Sports Hub courses/programmes to utilise the services on offer.
- Identify and secure, in consultation with the Line Manager, opportunities that present in the area of PR for Garryowen Sports Hub.
- Prepare, in consultation with Line Manager, regular press releases on upcoming events and successful achievements.
- Promote Garryowen Sports Hub through social media i.e. Twitter, Facebook and Website

### **Finance & Funding**

- Prepare timely and accurate programme budgets and periodic reports
- Record accurately, and in accordance with Garryowen CDP's financial policies and procedures all financial transactions pertinent to their department
- Research and identify suitable sources of income to support activities determining their grant making criteria, interests, funding timetables and other requirements.

### **Health & Safety Management**

- Report to/work with the Supervisor in promoting health & safety awareness / best practice amongst all staff, tutors and facilitators
- Contribute to ensuring that all facilities the company use are fully in compliance with current health & safety standards
- Assist with the investigation of all accidents / incidents
- Communicate all results/recommendations arising from investigation of accidents/incidents
- Ensure that all activities undertaken as an officer of Garryowen Sports Hub are in line with appropriate codes and legislation
- Maintain best practice around Garda Vetting and Safeguarding.

### **The Person**

Each candidate must on the closing date for the competition have:

- A formal Level 7 or higher Degree in Sports Development, Health Promotion, Health, Fitness & Leisure Studies or an equivalent Sports & Physical Activity related qualification
- Relevant experience (minimum 2 years) in Sports Development/Health Promotion/Fitness
- Experience 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.

## **Health**

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

## **Skills**

- 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 I.T. skills

## **Attitude and Motivation**

- A constructive, positive and progressive attitude to working as part of the Limerick 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 co-ordinated and inter-agency responses to local sporting needs.

## **Transport**

- A full clean driving licence and use of personal transport for work is required. Willingness and ability to travel.

## **Selection process**

Candidates will initially be assessed to ensure that he/she meet the minimum qualifications set down above under "*The Person*".

Candidates will then be assessed on the basis of the information contained in their application to determine, having regard to the requirements of the position, the person specification, and the number who have applied, if they should be called for interview.