

LIMERICK LOCAL SPORTS PARTNERSHIP

Community Sports and Physical Activity Development Officer CSDO

Job Description

General

The Sports Community Development Officer (CSDO) will be based in the offices of Limerick LSP, UL Sport Arena, University of Limerick, Limerick. He/She will report to the Programme Manager & Sports Co-ordinator and work with the Limerick LSP team.

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.
- Prioritise marginalised groups to engage and support to increase physical activity engagement.
- Provide guidance and support to develop sustainable community sports groups.
- Establish a sports forum that will enable clubs to work together.
- Tackle local barriers to participation through targeted programmes and initiatives.

Planning & Programme Management

- Contribute to and assist with the preparation and implementation of the Limerick LSP Strategic Plan.
- Support and contribute to the preparation of annual operational plans for the delivery of the Limerick LSP Strategic Themes.
- Facilitate annual reviews of the operational plan reporting on the effectiveness and impact.
- Support the roll out of all Limerick LSP activities including any of Sport Ireland National Programmes as required.
- Implement all LSP monitoring and evaluation processes to understand the effectiveness of all programmes and initiatives.
- Participate in the design, organisation and implementation of projects/events identified by Limerick LSP as key to the strategic development of sport and physical activity throughout the county.

- Contribute to ensuring that all Limerick LSP 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 as an integral part of the LSP strategy.
- Initiate and maintain close contact with voluntary and community-based sporting organisations.
- Encourage a lifestyle of regular physical activity as a key objective of the LSP and partner agencies.
- Carry out research and needs analysis as appropriate.
- Measure and monitor performance indicators based on the impact Limerick LSP courses/programmes are having at local level.

Specific Areas of Responsibility

- Implementation of key actions as outlined in the team operational plan and the personal development plan.
- Research, administration, planning, organising and delivery of relevant courses, workshops, and seminars.
- Reports and regular updates to the Co-ordinator, Programme Manager, Board, and SI as required.
- Undertake any other relevant and related duties that may be required by Limerick LSP.

Marketing & PR

- Assist with the preparation of an annual Marketing Plan for the LSP.
- Support and assist preparations for hosting of seminars, workshops, conferences.
- Collate material for inclusion in annual LSP Newsletter.
- Provide support and assistance in maintaining up-to-date databases.
- Encourage all participants on LSP courses/programmes to utilise the services on offer.
- Prepare, in consultation with the Programme Manager, regular press releases on upcoming events and successful achievements.

Finance & Funding

- Prepare timely and accurate programme budgets and periodic reports.
- Record accurately, and in accordance with Limerick LSP's financial policies and procedures all financial transactions pertinent to your department
- Research suitable sources of income to support activities.
- Ensure a close fit between funding sought and Limerick LSP's Strategic Plan and other organisational priorities are met.

Health & Safety Management

- Report to/work with the Co-ordinator in promoting health & safety awareness / best practice amongst all staff.
- 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 Limerick LSP are in line with appropriate codes and legislation.

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.
- Excellent 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 based on 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.