



MOYROSS COMMUNITY SPORTS DEVELOPMENT OFFICER (CSDO)

Job Description

General

Moyross 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 Moyross Community Enterprise Centre CLG in progressing this exciting project for the Moyross Community.

The CSDO role is for 25 hours per week and will facilitate and support initiatives which will develop and expand the range and quality of opportunities within the Moyross 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. 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 Moyross.
- Facilitate annual reviews of the 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 Moyross 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 Moyross Sports Hub and partner agencies.
- Carry out research and needs analysis as appropriate.
- Measure and monitor performance indicators based on the impact which the Moyross Sports Hub courses/programmes are having at local level.
- Establish and support Moyross Sports Forum.
- Develop a sustainability plan for the project.

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 Moyross Sports Hub.
- Reports and regular updates to Line manager as required.
- Collaborate with other services and programmes run by Moyross Community Enterprise Centre CLG
- Undertake any other relevant and related duties that may be required by Moyross Community Enterprise Centre CLG

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 Moyross Sports Hub.
- Prepare, in consultation with Line Manager, regular press releases on upcoming events and successful achievements.
- Work with PR and Marketing Volunteer to promote Moyross 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 Moyross Community Enterprise Centre CLG 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 Moyross Sports Hub are in line with appropriate codes and legislation
- Maintain best practice around Garda Vetting and Safeguarding.

The Person

- 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.
- Knowledge of the local demographic in Moyross.

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 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.

CLOSING DATE FOR RECEIPT OF APPLICATIONS IS Dec 1st, 2021

Interviews will take place the week of Dec 13th

Applications to be submitted with a supporting CV & Cover Letter to:

pmacken@limericksports.ie

Applications can be submitted in hard copy to Phelim Macken, Limerick Sports Partnership, UL Sport Arena, University of Limerick, Limerick

Moyross Community Sports Hub

Application Form – Community Sports Development Officer

Name	
Postal Address	
Phone Number(s)	
Email Address	
LinkedIn (if applicable)	

Referees (Please give details of two referees who would support your application) *referees will be contacted, if necessary, after the interview process. Candidates will be notified in advance of referees being contacted.			
Name		Name	
Address		Address	
Phone		Phone	
Relationship to Referee		Relationship to Referee	

Declaration			
I certify that the information given in this application is accurate and complete to the best of my knowledge.			
Signed		Date:	
<i>Please note that the signing of this application form indicates that you have read the job description and any other information issued by the company and that you can comply with the requirements of the post. Any false statements could result in the application being declared invalid. Candidates will be short-listed for interview based on information supplied on their applications. Moyross Community Committee trading as Moyross Community Enterprise Centre CLG is an equal opportunities employer and is committed to the employment policies, procedures and practices which do not discriminate on grounds such as gender, marital status, family status, age, disability, race, religious belief, sexual orientation, or membership of the traveller community</i>			

General Education				
School Attended	From	To	Examinations	Results
Full Title Degree(s) Qual(s) held	Type & Grade of Honours (1 st or 2 nd Class, Gr I or II)	University, College or Examining Authority	Year Degree / Qual. Obtained	

Employment Record

Give below, in order beginning with Current Position and working backwards, full particulars of all employment (also including any periods of unemployment) between the date of leaving school or college and today. No period between these dates should be left unaccounted. Please insert additional rows as required.

From	To	Name & address of Employer, Details of salary	Description of title and duties/responsibilities

Pease indicate how you consider you meet the person specification, including any particular experience, innovations or achievements relevant to the job description you consider an interview panel should be aware of when assessing your application. (Maximum 600 words)

{expand text box as required}

Please outline any other supporting information that you consider would be relevant to your application for this post. (Maximum 500 words)

{expand text box as required}

Please indicate your IT skills / experience:

If offered appointment, when could you take up duty?

Application to include a **CV, completed application form and cover letter (not exceeding 500 words and attached as separate file)**

CLOSING DATE FOR RECIPT OF APPLICATIONS IS 5pm DEC 1st, 2021

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