



Cavan County Council

Comhairle Contae an Chabháin

Candidate Information Booklet

Senior Sports Development Officer **(ESF+ Social Innovation in Sport Officer.)**

3 Year Specific Purpose Contract

Closing Time and Date: 5.00 pm Monday 22nd January, 2024

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



Rialtas na hÉireann
Government of Ireland



Cómhainithe ag an
Aontas Eorpach

Co-funded by the
European Union

The Competition

The purpose of this recruitment campaign is to form a panel for the post of Senior Sports Development Officer for Cavan County Council from which fixed-term specific purpose contract posts may be filled.

Cavan County Council

Cavan County Council leads and collaborates with all to drive and shape a better future for our County and it is a progressive, dynamic and innovative local authority in Ireland.

Cavan County Council employs over 500 employees across service divisions including housing and building; roads, transport and safety, water supply and sewerage, development management, environmental protection, recreation and amenity, agriculture and education and miscellaneous services.

A dynamic and ever evolving place to work with a stimulating and challenging work environment, Cavan County Council offers excellent career opportunities in a wide range of administrative, professional, creative, technical, and general services roles. Supported by continuous learning and development, a highly skilled workforce is central to delivering these objectives. In the heart of the scenic lakelands, Cavan is located less than two hours' drive from Dublin, Belfast, and Galway and boasts an unrivalled quality of life.

Background

Every day in communities across the country, Sport Ireland through its network of Local Sports Partnerships (LSPs) helps people irrespective of age, gender, disability, or social circumstance to get active. The role of the ESF + Social Innovation in Sport officer employed within the LSPs will be to use sport and physical activity to foster social inclusion and provide education, inclusion and personal development programmes for European Social Fund (ESF+) target groups such youth at risk, persons with disability, disadvantaged women, ethnic minorities and migrants throughout the country. All programmes will be developed with an innovation and user-centric focus.

The Role

This role is funded by the European Social Fund + (ESF +) Programme 2021 -2027 through Sport Ireland. The ESF+ Programme will support the principles of the European Pillar of Social Rights by seeking to:

- Support access to employment for young people and underrepresented groups
- Promote skills and lifelong learning
- Tackle poverty and social exclusion Sport and Physical Activity will be used as mechanism to support these principles and the Local Sport Partnerships will be the main drivers on this project locally.

Sport Ireland published its first policy on Diversity and Inclusion in Sport in 2022 which expresses its vision for a sport sector that celebrates diversity, promotes inclusion, and is pro-active in providing opportunities for lifelong participation for everyone.

The ESF + Social Innovation in Sport officer will work in collaboration with key local and national stakeholders to support the implementation of this policy.

Job Purpose

The ESF + Social Innovation in Sport officer will support the delivery of Sport Ireland's Diversity & Social Inclusion Innovation Programme for Sport. This will involve leading with the delivery of the ESF+ programmes with the objective of fostering active inclusion with a view to promoting equal opportunities, non-discrimination and active participation, and improving employability, in ESF + target groups and organisations locally. The programmes on this project will be designed, piloted and scaled using design thinking principles.

Responsibilities

- Lead the design, planning and delivery of the Diversity & Social Inclusion Innovation Programme for Sport at a local level with a focus on building skills and confidence to foster social inclusion and engage with and maintain recreational sport participation independently.
- Coordinate ESF+ programmes with the objective of fostering active inclusion with a view to promoting equal opportunities, non-discrimination and active participation, and improving employability, in ESF + target groups locally.
- Ensure the design and delivery of the ESF+ programme aligns with European Social Fund requirements and complements existing Sport Ireland and Local Sports Partnership policies and plans.
- Monitoring Impact on programmes and supporting the sharing of information and replication of programmes in other Local Sports Partnerships. The project is co-funded by the Government of Ireland and the European Union
- Provide timely, standardised data and reporting on activity and outcomes on the programmes.
- Collaborate with Sport Ireland to support the successful delivery of this project.
- Develop and support strong working relationships with other Local Sports Partnerships and other outside agencies and relevant stakeholders.
- Participate in regular supervision, appraisal and education as identified.
- Undertake any other relevant and related duties that may be required.

Diversity & Inclusion

Sport Ireland and Local Sport Partnerships are committed to building a diverse sport sector and therefore strongly encourages applications from underrepresented groups. Local Sports Partnerships are committed to equality and inclusion and welcome applications from all individuals, regardless of their background. Local Sports Partnerships strive to be a diverse and inclusive workplace.

Qualifications For the Post**1. Character:**

Candidates shall be of good character.

2. Health:

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

3. Citizenship:

Candidates must, by the date of any job offer, be:

- a) A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or
- b) A citizen of the United Kingdom (UK); or
- c) A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
- d) A non-EEA citizen who is a spouse or child of an EEA or UK or Swiss citizen and has a stamp 4 visa: or
- e) A person awarded international protection under the International Protection Act 2015 or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa or
- f) A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or the UK or Switzerland and has a stamp 4 visa.

4. Education, Training Experience etc:

	Essential	Desirable
Qualifications & Experience	A) Level 8 in any of the following areas Health, Exercise Science, Physical Activity, Diversity and Inclusion, Social Justice,	<ul style="list-style-type: none"> • Further Education or Training relevant to the post in relation to physical activity, social integration/inclusion and D&I.

	<p>Community Development, Education or related field.</p> <p>And Candidates should have a minimum of 2 years' relevant experience working with the target groups mentioned and stakeholder engagement.</p> <p>OR</p> <p>B) Candidates should have a minimum of 5 years' relevant experience working with the target groups mentioned and stakeholder engagement.</p>	<ul style="list-style-type: none"> • Experience of facilitating physical activity and sports activities with people of differing abilities and/or from underrepresented groups. • An Understanding and Experience in the delivery and/or implementation of social innovation/ design of innovation programmes and use of design thinking principles. • An in-depth knowledge and understanding of the lived experience of two or more target groups
Knowledge & Skills	<ul style="list-style-type: none"> • Excellent communication skills (written and verbal) and interpersonal skills. • Proficiency in MS Office (Word, Excel, PowerPoint and Outlook) • Good organisational and time management skills. • An understanding of research and evaluation methods and an appreciation of research integrity and the ethical issues of carrying out research with target populations. • Effective team player in the context of a multidisciplinary team. 	<ul style="list-style-type: none"> • Knowledge of the sport and physical activity sector and policies

	<ul style="list-style-type: none"> • Ability to work under pressure. • Health/safety and risk awareness. 	
Other requirements	<ul style="list-style-type: none"> • Demonstrate a commitment to life-long learning. • Be prepared to work evenings & weekends when required. • Ability to travel efficiently between sites. • Must have access to a car and hold a current EU/Irish driving licence 	

Garda Vetting/Child Protection

The successful candidate will be subject to the Garda Vetting Procedures.

Probation

The successful candidate shall be required to be on probation for an initial period, as determined by the Council. This period may be extended at the discretion of the Council.

Salary

Remuneration is €48,089 per annum. The rate of remuneration may be adjusted from time to time in line with Government pay policy.

Annual Leave

The annual leave entitlement for this post will be 30 days per annum.

Granting of annual leave, payment for annual leave and arrangement from public holidays will be governed by the provisions of the Organisation of Working Time Act, 1997.

Working Hours

The post will be based on a 35 hour week, but due to the nature of the role, the holder is expected to be flexible about evening and weekend work for which overtime will not be

paid but time-off-in-lieu will be available. The Council reserves the right to alter the hours of work from time to time.

Pension:

The Local Government Superannuation Scheme applies.

Acceptance of Offer of Employment

Cavan County Council shall require persons to whom appointments are offered to take up such appointments 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, Cavan County Council shall not appoint them.

Communications:

Cavan County Council will contact you when necessary at each stage of the competition by phone, post or email. It is strongly recommended that you do not change your email address or mobile phone number in the course of this recruitment competition, as any email will be sent to the email address originally supplied on your application form.

It is important to note that the email address you provide when applying must be one that you can access at all times. The onus is on the applicant to inform the Human Resources Department of any change in postal address throughout the recruitment and selection campaign. This can be done by emailing: jobs@cavancoco.ie

The onus is also on each applicant to ensure that she/he is in receipt of all communication from the Cavan County Council. Cavan County Council does not accept responsibility for communications not accessed or received by an applicant.

Stage 1: Closing Date for Submission of Application Form

- Applications together with scanned copies of relevant qualifications and driving licence should be emailed directly to jobs@cavancoco.ie no later than **5pm on Monday 22nd January, 2024.**

- Failure to submit all of the required documentation with your application will result in your application being invalid and you will not be permitted to proceed any further in the selection process.
- Application forms, once submitted, will be checked to ensure that they meet the required minimum criteria for the position.
- If your application form does not meet the minimum qualifications for the post as set out in this booklet then your application will be deemed invalid and you will not be permitted to proceed any further in the selection process.

Stage 2: Shortlisting

Cavan County Council reserves the right to shortlist applications. The shortlisting process may take the form of either a desktop shortlisting process based on the information contained in the application forms or a shortlisting interview. You will be contacted in relation to any interview dates and times.

Stage 3: Final Interview

Interviews will be conducted by an Interview Board set up by Cavan County Council. The Interview Board will assess the merits of candidates. Only candidates who reach such a standard as the Interview Board consider satisfactory in the competitive interview will be considered for selection.

Competency Framework & Requirements

A Requirement and Competency Framework has been developed for the position of Senior Sports Development Officer. Candidates will be expected to demonstrate sufficient evidence within their application form of their knowledge, experience, skills and competencies under each of these headings:

Requirements:	
Knowledge, Experience and Skills	<ul style="list-style-type: none"> • Knowledge and understanding of the structure and functions of local sports partnerships • Previous & current working environment. • Understanding of the role of Senior Sports Development Officer. • Relevant Sports/recreation/leisure experience/knowledge base • Experience of working as part of a team. • Experience of preparing reports and correspondence. • Strong resource management skills. • Knowledge and experience of operating ICT systems.
Competencies:	
Delivering Results	<ul style="list-style-type: none"> • Translate the business or team plan into clear priorities and actions for their area of responsibility. • Plan work and other resources effectively. • Implement high quality service and customer care standards. • Make decisions in a timely and well-informed manner.
Performance Management	<ul style="list-style-type: none"> • Lead and develop the team to achieve Corporate Objectives. • Effectively manage performance.

Communicating Effectively	<ul style="list-style-type: none"> • Have effective written and verbal skills
Personal Effectiveness	<ul style="list-style-type: none"> • Take initiative and be open to taking on new challenges or responsibilities. • Manage time and workload effectively. • Maintain a positive, constructive, and enthusiastic attitude to their role.

ADDITIONAL RELEVANT INFORMATION FOR APPLICANTS

An applicant who is found to be ineligible at any stage of the competition will not be further considered. Provision of inaccurate, untrue or misleading information will lead to disqualification from the competition, withdrawal of employment offer or dismissal.

Information provided by a candidate in their application form will be used for the purpose of the Senior Sports Development Officer competition. By applying for this post, the applicant is consenting to their information being used for this purpose.

General Data Protection Regulation (GDPR)

The General Data Protection Regulation (GDPR) came into force on the 25th May 2018, replacing the existing data protection framework under the EU Data Protection Directive.

When you register with Cavan County Council or submit an application for a competition, we create a computer record in your name. Information submitted with a job application is used in processing your application. Where the services of a third party are used in processing your application, it may be required to provide them with information, however all necessary precautions will be taken to ensure the security of your data.

Note - Canvassing:

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 or otherwise influence in the candidate's favour any officer of the County Council or persons nominated by the Chief Executive to interview or examine applicants, will automatically disqualify the applicant for the position they are seeking.

The above represents the principal conditions of service and is not intended to be the comprehensive list of all terms and conditions of employment which will be set out in the employment contract of the successful candidate.