

Monaghan Sports Partnership
Community Sports Development Officer.

Job Specification.

The Community Sports Development Officer will facilitate and support the delivery of initiatives which will develop and expand the range of opportunities for all the people of Monaghan to more fully participate in recreational, sporting and physical activity. The project officer will utilise the programme budget the Sports Partnership has secured from its lead body, Sport Ireland and other partner agencies.

Specific Responsibilities:

Planning and Programme Management

- Partake in review of the operational plan reporting on its effectiveness and impact
- Support the roll out of all LSP activities including Sport Ireland programmes specifically the community related activities such as:
Coach / Education programme of courses – Active Leadership, Code of Ethics, First Aid
- Contribute to ensuring that all Sports Partnership programmes and courses are operated on a user friendly professional basis and delivered to the highest standard
- Encourage and foster opportunities for the development of new programmes and initiatives with partner agencies
- Facilitate and support the development of locally based initiatives and sports clubs
- Initiate, facilitate and maintain close contact with voluntary and community based sporting organisations
- Encourage a lifestyle of regular physical activity as an objective of the Sports Partnership and partner agencies
- Measure and monitor performance indicators on the basis of the impact which the Sports Partnership's courses/programmes are having at local level
- Carry out research and needs analysis as appropriate.

Marketing, PR & Sponsorship

- Assist with the preparation of the Sports Partnership's annual marketing plan
- Research, organise, and where appropriate deliver the coach / education plan -relevant seminars/workshops for coaches, teachers, clubs etc
- Collate material for inclusion in a regular Sports Partnership newsletter
- Provide support and assistance in maintaining an up-to-date members' database
- Encourage all participants on the Sports Partnership courses/programmes to register and utilise the services on offer

- Identify and secure, in consultation with the Partnership Manager, opportunities that present in the area of public relations and marketing for the Sports Partnership
- Prepare in consultation with the Partnership Manager regular press releases on upcoming events and successful achievements.

Typical works plan (to include but not exclusive to the items listed below)

Outputs (activities/ key performance indicators)	Outcomes (Short term – immediate following)	Outcomes (Medium / long term)
10 Activity programme for older adults aged 50+ delivered	10 activity programmes in the local community delivered successfully with 120 participants aged 50+	Groups encouraged to apply for Go for Life funding or set up own activities to support ideas
School based walking initiative – 10 School identified to take part with min 300 children	10 Schools participating In the Monaghan walking challenge	At least 8 Schools continuing walking intervention outside of the pilot phase
Community based information brochure –	Materials produced through LSP office for widespread distribution	Information circulated in relation to community locations
Creation of a Community based walking plan–	A plan for walking 2017 developed	Increased participation and sustainable programming for disability sector including mental health
Support to the specific Sports Inclusion Programme activities	Engagement and delivery of activities for people with a disability	Increased participation in walking as a result of widespread promotion and coordinated approach by all partners
Teenage girls community based activity programme	100 teenage girls participating in activity based programme at 5 locations county-wide	Increased participation within this sector through engaging targeted programmes. Involvement in girls only 3km / 5km walk or jog
A campaign for sport – PR campaign for LSP along with sporting role models	PR campaign created to raise awareness and through social media and print media outlets	Increased awareness of Sports Partnership through online engagement and participation
Research conducted and made available to LSP on baseline data	Information compiled to inform LSP re: current baseline information and trends	Information compiled to inform LSP in new sports strategy
Create a calendar of training / education opportunities for sports clubs	NGB led coaching & education courses for minority sports in County Monaghan	Engagement with Sports Club around and throughout County Monaghan
Create a Monaghan workplace activity initiative	5 Workplaces engaging in an audit of staff physical activity levels in the	A ready-made programme for employers and employees to engage with on an ongoing basis (with potential for 10 workplaces should

	workplace and the potential for increased activity	resources continue)
--	----------------------------------------------------	---------------------