

Personal Specification

Community Sports Development Officer

Health

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

Qualifications and Experience

- A relevant third level qualification to diploma or degree level in sports development, sport and recreation management, health promotion and physical activity or other relevant disciplines
- 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 paid or voluntary role (3 years or more)
- 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.

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
- Excellent administrative and organisational skills
- Ability to produce and access information efficiently and accurately
- Excellent communication, 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
- Excellent I.T. skills.

Attitude and Motivation

- A constructive, positive and progressive attitude to working as part of the Sports Partnership's team
- An ability to develop partnerships with the wider community
- A self-motivated approach to work
- An awareness of the role and importance of the coordinated inter-agency approach to the strategic development of sport

Transport

A full clean driving licence and use of personal transport for work is required. The successful applicant must be willing, and be in a position, to travel.

Particulars of the Post

Reports / Reporting Structure

The successful applicant will report to the Sports Partnership Coordinator or his/her appointee.

Hours of Work

The contracted hours will be 35-37.5 hour per week

Normal working hours will be from 09h15 to 17h15, Monday to Friday. However the successful candidate must be flexible, and willing to work evening and weekends to accommodate the service needs for which time off in lieu can be taken.

Expenses

All properly vouched out of pocket expenses reasonably incurred will be reimbursed in accordance with the Sports Partnership's policies and procedures.