

Position of Sport Hub Co-ordinator/Outdoor Programme Officer

(12 month contract)

JOB DESCRIPTION

Title:	Sports Hub Co-ordinator / Outdoor Programme Officer
Salary:	€28,189 - €45,554 (2nd LSI) Starting pay for all new entrants will be at the minimum of the scale: €28,189
Hours:	Full Time
Office Location:	Tipperary County Council (based in the Ballingarrane House, Clonmel)
Reports to:	Sports Co-ordinator

1. OVERVIEW

The Sports Hub Co-ordinator / Outdoor Programme Officer will work with the relevant organisations and individuals to develop, co-ordinate and implement a comprehensive plan to promote, attract and develop sustainable usage of the Outdoor Community Sports Hub in Clonmel and support the development of water activities on the River Suir and Lough Derg. The role will foster and encourage a culture of active participation in the outdoors, particular on the water and supporting outdoor adventure opportunities through the Community Sports Hub and Urban Adventure Projects.

The individual will also work closely with Tipperary County Council, local sports clubs, schools, community based organisations to promote the outdoors and the outdoor hub in Clonmel as a venue for sustainable community sport and physical activity.

Tipperary County Council is looking to fulfill this role within Tipperary Sports Partnership and is now seeking to applications.

2. JOB PURPOSE

To assist Tipperary Sports Partnership in achieving its core objectives of:

- Ensuring the delivery of Tipperary Sports Partnerships programmes and targets
- Developing partnership and co-ordination between the relevant local statutory and voluntary bodies and maximising their involvement in the development of water sports and outdoor recreation in the county
- Supporting the existing clubs on the River Suir in their club development plans through governance, club structure and programmes
- Thinking strategically in the development of water based clubs and facilities in the area
- Delivering water sport programmes and outdoor programmes to key target communities as agreed by Tipperary Sports Partnership including; schools, youth groups, clubs and organizations
- To develop an outdoor enterprise initiative in order to sustain outdoor activity specifically on the water and identify sustainable income stream to support the enterprise.
- Increasing participation and the opportunities for participation in water sports and outdoor activities
- Helping to maximize the sports and outdoor recreation potential of the River Suir and Lough Derg by promoting existing events and developing new water sport events
- Promoting the Community Sports Hub as a venue for sustainable physical activity

3. QUALIFICATIONS AND EXPERIENCE

- Each candidate must, on the latest date for receipt of application, have a 3rd level degree qualification in sports development, leisure management, health & fitness, outdoor recreation or equivalent and also have;
- Experience of working in a sports development environment is essential (3 years or more)
- An understanding of the community and voluntary sector and sports and recreation environment and of motivating those sectors with lower participation characteristics to become involved
- Experience in planning, co-coordinating, delivering, monitoring and evaluation of sustainable sporting and recreational programmes
- Experience in the delivery of water based sport programmes and activities is essential

Skills

- Ability to consult, communicate and network appropriately and effectively with all sectors of the community
- Excellent communication (oral and written), administration, organisational and presentation skills
- Ability to co-ordinate and facilitate programmes and events
- Ability to think strategically in the development of clubs and facilities

- Ability to deliver a range of water based and outdoor programmes and activities
- Ability to advise, inform, motivate and support individuals and organisations
- Ability to produce and disseminate information efficiently and accurately
- Ability and commitment to work unsociable hours
- Full clean driving licence and access to own transport for travel incurred at work, ability to transport equipment as required

Attitude and Motivation

- A constructive, positive and progressive attitude to working as part of a 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 coordinated and interagency responses to local needs

4. SPECIFIC AREA OF RESPONSIBILITY

Reporting to Tipperary Sports Partnership Sports Co-ordinator on an ongoing basis, the Hub Co-ordinator / Outdoor Programme Officer will have responsibility for the implementation of current and future development programmes of the Tipperary Sports Partnership including:

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| Education: | <ul style="list-style-type: none"> ▪ Planning, organising and implementing of education & skills training ▪ Provide education, upskilling and identification of volunteers through various programmes and club structures. ▪ Assist in the development of training courses as required |
| Development: | <ul style="list-style-type: none"> ▪ Organise and implement appropriate training and education activity for Schools, Adult groups, socially excluded groups, youth groups and people with disabilities ▪ Organise and implement Summer camp programme for water activities ▪ Deliver programmes to key target communities ▪ Assist in the planning and organisation of Events at the Hub and in relevant event in the County as required |
| Facility Development: | <ul style="list-style-type: none"> ▪ Assist stakeholders in facility grant applications ▪ Support and advise on the provision of water sport and outdoor sports ▪ Make maximum use of the Sport Hub, River Suir and Lough Derg and its facilities |
| Management Processes/ Administration: | <ul style="list-style-type: none"> ▪ Adhere to all management processes, procedures and financial process as directed by the Co-ordinator of Tipperary Sports Partnership and / or persons nominated by them ▪ An agreed annual work programme must be developed, agreed and implemented ▪ Supply reports on dates outlined by the Sports |

- Partnership Co-ordinator
- Administrate all courses and activities
- Promotion of Water activities and the Outdoors:**
- Work in cooperation with all stakeholders to promote and develop the Community Sports Hub on the River Suir, Outdoor Recreation and Green & Blue Infrastructure in Tipperary
 - Identify and assist local community initiatives which may benefit the development of the River Suir Community Sports Hub and outdoor adventure
 - Support the development of communications promoting Community Sports Hub, Suir Blueway Tipperary and Lough Derg Blueway
 - To support an appropriate structure to develop an enterprise initiative around canoeing/outdoor activity in order to sustain recreation activity and identify sustainable income stream to support the enterprise.

Character:

Candidates shall be of good character.

Health:

- Each candidate must be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.
- For the purpose of satisfying the requirement as to health, it will be necessary for the successful candidate, before he/she is appointed, to undergo, a medical examination by a qualified medical practitioner to be nominated by the Local Authority.

Superannuation:

- (i) Persons who become pensionable employees of a local authority who are liable to pay Class A rate of PRSI contribution will be required in respect of their superannuation to contribute to the local authority at the rate of 1.5% of their pensionable remuneration plus 3.5% of net pensionable remuneration (i.e. pensionable remuneration less twice the annual rate of social insurance old age contributory pension payable at the maximum rate to a person with no adult dependant or qualified children).
- (ii) Persons who become pensionable employees of a local authority who are liable to pay the Class D rate of PRSI contribution will be required in respect of their superannuation to contribute to the local authority at the rate of 5% of their pensionable remuneration.

- (iii) All persons who become pensionable employees of a local authority will be required in respect of the Local Government (Spouse's and Children's Contributory Pension) Scheme to contribute to the local authority at the rate of 1.5% of their pensionable remuneration in accordance with the terms of the Scheme.
- (iv) New members joining the Public Sector after the 1st January 2013 will be required to join the Single Public Service Pension Scheme. A rate of PRSI contribution will be required in respect of their superannuation to contribute to the local authority at the rate of 3% of their pensionable remuneration plus 3.5% of net pensionable remuneration (i.e. pensionable remuneration less twice the annual rate of social insurance old age contributory pension payable at the maximum rate to a person with no adult dependant or qualified children). This includes a contribution to a Spouse's and Children's Scheme.

Probation

Where a person, who is not already a permanent employee of the Local Authority, is appointed, the following provisions shall apply:-

- there shall be a period after such appointment takes effect, during which such person shall hold such post on probation;
 - such period shall be one year but the Chief Executive may, at his or her discretion, extend such period;
 - such person shall cease to hold the post at the end of the period of probation unless during such period the Chief Executive has certified that the service of such person is satisfactory.
- **Salary : € 28,753 - €46,465 (2nd LSI)**

The salary shall be fully inclusive and shall be as determined from time to time. The holder of the post shall pay to the Local Authority any fees or other monies (other than his/her inclusive salary) payable to or received by him/her by virtue of his/her office or in respect of services which he/she is required by or under any enactment to perform

Residence:

The holder of the office shall reside in the district in which his/her duties are to be performed or within a reasonable distance thereof.

The Local Authority shall require a person, to whom an appointment is offered, to take up such appointment within a period of not more than one month and if he/she fails to take up the appointment within such period, or such longer period as the Local Authority in its absolute discretion may determine, the Local Authority shall not appoint him/her.