



# Comhairle Chontae Liatroma Leitrim County Council

## Candidate Information Booklet (Please read carefully)

Post of:

**Community Sports Development Officer (CSDO)**  
**(Specified Purpose Contract)**

**Closing Date: 4.00 p.m. Thursday 6<sup>th</sup> February 2025**

### Important Notes

Completed Application Form *inclusive of all other required documentation* must be emailed in **PDF Format** as **One Single Document** (not individual scanned documents) to [jobs@leitrimcoco.ie](mailto:jobs@leitrimcoco.ie).

Please quote '**Community Sports Development Officer**' followed by your **name** in the subject line of the email.

**Note:** Hard copy Application Forms will not be accepted

## General Information:

County Leitrim, located in the North West of Ireland, has a growing economy, picturesque landscape, vibrant communities and a strong arts and cultural sector. Leitrim County Council's vision is to build an economically strong, creative, inclusive county, making Leitrim the best place to live, work, invest and visit. Key to the achievement of our priorities and objectives is a skilled and committed workforce, supported by enabling technologies, efficient work processes and learning and development opportunities. We are committed to the training, support and encouragement of our staff and we offer benefits across family friendly initiatives, personal development and wellbeing of staff.

## The Background

Sport Ireland established the Local Sports Partnership (LSP) Network as an initiative to create a national structure to co-ordinate and promote the development of sport and physical activity participation at local level. LSP's aim to increase participation in sport and physical activity by breaking down barriers and increasing numbers of people participating and ensuring continued participation through all stages of life.

Sport Ireland and its network of LSPs is committed to the equal treatment of all people when it comes to their participation in sport. In addition to the Sport Ireland Statement of Strategy 2023-2027, the following national policies and plans set out the overarching framework underpinning sports participation:

- The National Sports Policy 2018-2027 recognises the important contribution sport makes to Ireland and the key roles played by the National Governing Bodies of Sport (NGBs), the Local Sports Partnerships (LSPs) and the representative sporting organisations in the delivery of that contribution.
- The National Physical Activity Plan aims to increase physical activity levels across the whole population. It aims to create a society which facilitates people, whether at home at work or at play, to lead an active way of life.
- The National Participation Plan sets out how Sport Ireland will deliver on the ambition of both the Sport Ireland Strategy and the National Sports Policy.

The Community Sports Development Officer (CSDO) Programme was established by Sport Ireland in 2016 to strengthen and enhance capacity of the Local Sports Partnerships (LSPs) to further develop locally led plans and more long-term sustainable physical activity programmes. The CSDO programme is funded by Sport Ireland, with the investment leading to CSDOs across the country engaging in a wide variety of actions to support the development of sport and physical activity participation at a community level. The objectives of the CSDO programme are to:

- Support the development of exciting and dynamic opportunities to increase participation for people who are sedentary.
- Capacity build smaller National Governing Bodies (NGBs) that do not currently have development officers, and other stakeholders, to deliver services to increase participation.
- Develop sustainable local leadership for sport within communities.

The CSDO with Leitrim Sports Partnership will be working directly towards meeting the objectives of the CSDO programme, within the framework of the national and local policies and plans as set out above.

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## The Role

The Community Sports Development Officer (CSDO) will work in a coordinating capacity with all relevant stakeholders to increase and sustain participation opportunities for all population groups within the county under specific programmes of work in a drive to increase participation in sport and physical activity.

The CSDO will foster and encourage a culture of Active Participation, supporting opportunities for and access to sport and physical activity in local communities. They will address barriers to participation and encourage access and increase opportunities for participation by those who experience disadvantage for any reason. The role will cover work in the areas below:

### Research & Planning

- Establishing a baseline in the communities chosen for interventions and conducting an audit of local clubs and updating where this has already been completed.
- Implementing Leitrim Sports Partnership's objectives and reviewing operational plans to enhance participation in sport and physical activity across schools, communities, and sports clubs.

### Community Activation

- Consulting and working with local communities to identify the need and demand for new activities.
- Establishing a club sports forum and providing guidance to develop sustainable community sports clubs.
- Tackling local barriers to participation through targeted programmes and initiatives.
- Supporting and maintaining strong links between schools and community sports clubs.

### Relationship Building

- Creating and sustaining partnerships with voluntary and public sector partners that support the development and sustainability of sport and physical activity within the county.
- Building and maintaining strong relationships with National Governing Bodies of Sport in the county to expand sport and physical activity opportunities.
- Working with smaller National Governing Bodies that do not currently have development officers to increase opportunities for participation.
- Collaborating with the Leitrim Sports Partnership team to support and enhance clubs/sessions, increasing participation opportunities at all levels in sport and physical activity.
- Building positive relationships with service providers and community organisations within the county to heighten awareness of sport and physical activity opportunities.

### Financial Management

- Establishing a financial monitoring template for the operational budget.
- Overseeing use of budgets and monthly income and expenditure for all funded projects.

### Facilitation

- Supporting the ongoing rollout of Sport Ireland's investment, including Dormant Accounts Funded projects.
- Coordinating and facilitating training and development opportunities

### Evaluation

- Implementing a monitoring and evaluation framework for all projects.

## The Qualifications:

### 1. Character

Each candidate shall be of good character.

### 2. Health

Each candidate 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.

Each candidate must, on the latest date for receipt of completed application forms:

- Have at least 2 years' experience of working in a similar role i.e. working in communities piloting and developing, project management, facilitating and delivering sport and physical activity programmes
- Have experience of working with sports clubs, community groups and/or young people in a community setting
- Have experience in planning, co-ordinating and delivering sustainable sporting and recreational programmes
- Candidates must hold a clean, current Class B Driving Licence and will be required to have access to his/her own vehicle/transport (Copy of Driving Licence must be submitted with your application).

**A third level degree or professional qualification in a relevant discipline (Sports Development, Leisure Management, Adapted Physical Activity, Community Development, Health Promotion etc.) is desirable but not essential.**

## The Ideal Candidate Shall have:

- Excellent project management and organisational skills.
- Excellent interpersonal and leadership skills including the ability to communicate clearly and confidently, both in person and in writing, with a broad range of people at all levels.
- Have experience in managing budgets and preparing financial reports.

- Experience of working, planning and organising events with community, voluntary and/or statutory sectors, sports clubs, schools, active age groups.
- Experience of strategic planning and project promotion.
- Excellent ICT and Administration Skills including experience of MS Word, Excel and PowerPoint.
- Knowledge of sporting structures and the role that sport can play in promoting integration.
- Experience of working to and servicing Project Steering Groups/Boards and being part of a multi-disciplinary team.
- The ability to participate in the design, organisation and implementation of projects/events identified by LSP's as key to the strategic development of sport and physical activity in Leitrim.
- A good understanding of project-based programme delivery with measurable outcomes.
- A good understanding of project evaluation.
- The ability to keep abreast of developments in sport promotion and physical activity and advise on best practice.
- A commitment to and be motivated by sports development and increasing opportunities for participation, in particular among disadvantaged groups in local communities.
- Self-motivated and ability to work independently to meet or exceed goals.

### Competencies for the Post:

Key Competencies for the post include the following and candidates will be expected to **demonstrate sufficient evidence within their application form** of competence under each of these. Please take particular note of these when completing the application form as any short-listing or interview processes will be based on the information provided by candidates:

<p><b>Delivering Results / Communicating Effectively:</b></p>	<ul style="list-style-type: none"> <li>• Plans and prioritises work and allocation of resources effectively.</li> <li>• Takes ownership of projects/tasks and is determined to see them through to a satisfactory conclusion.</li> <li>• Establishes and implements high quality service and customer care standards.</li> <li>• Contributes ideas and suggestions as to how service activities can be improved.</li> <li>• Makes timely, informed and effective decisions and shows good judgement and balance in making decisions or recommendations.</li> <li>• Demonstrates effective communication, presentation and facilitation skills.</li> </ul>
<p><b>Performance Management and Team Work:</b></p>	<ul style="list-style-type: none"> <li>• Works as part of a team to ensure delivery of plans, programmes and schedules.</li> <li>• Has a strong team ethic of co-operation and mutual support, sharing information and knowledge as appropriate.</li> <li>• Relates well to others and develops and maintains positive, productive and beneficial working relationships.</li> <li>• Motivates and engages stakeholders to achieve quality results and to deliver on operational plans and programme objectives.</li> <li>• Has the ability to monitor and evaluate programmes and projects and write reports</li> </ul>

<p><b>Personal Effectiveness:</b></p>	<ul style="list-style-type: none"> <li>• Takes initiative and is open to taking on new challenges or responsibilities.</li> <li>• Has strong organisational and project/programme management skills.</li> <li>• Has the ability to develop, deliver and facilitate programmes and projects.</li> <li>• Manages time and workload effectively.</li> <li>• Maintains a positive, constructive and enthusiastic attitude to their role.</li> <li>• Demonstrates flexibility and openness to change.</li> </ul>
<p><b>Knowledge, Experience and Skills:</b></p>	<ul style="list-style-type: none"> <li>• Demonstrates knowledge and understanding of the structure and functions of the Local Sports Partnership network</li> <li>• Demonstrates knowledge of current issues for physical activity levels</li> <li>• Understands the role of the Community Sports Development Officer</li> <li>• Has relevant ‘on-the-job’ experience and evidence of similar role and of working as part of a team.</li> <li>• Has administrative experience and knowledge and experience of operating ICT systems.</li> </ul>

**Principal Terms and Conditions:**

The position is **wholetime, temporary and pensionable** and the appointment will be on the basis of a **Specified Purpose Contract** of Employment for the delivery of the Sport Ireland funded Community Sports Development Programme by Leitrim Sports Partnership. The post is contingent on Sport Ireland continuing to fund the CSDO programme and the Specified Purpose Contract is aligned to such continued funding provision. The successful candidate will be employed by Leitrim County Council on behalf of Leitrim Sports Partnership.

**1. Duties:**

The duties of the office are to give to the local authority and

- (a) Such other local authorities or bodies for which the Chief Executive, for the purposes of the Local Government Acts, is Chief Executive, and
- (b) to any other local authority or body with which an agreement has been made by the local authority or by any of the authorities or bodies mentioned in sub-paragraph (a) of this paragraph,

under the general direction and control of the Chief Executive or of such other officers as the Chief Executive may from time to time determine, such appropriate services of an administrative, supervisory and advisory nature as are required for the exercise and performance of any of its powers, duties and functions as may be delegated to him or her by the Chief Executive from time to time and shall include the duty of deputizing for other officers of the local authority.

The Community Sports Development Officer will report to the Sports Co-ordinator. Specific duties will be determined having regard to the objectives of the role, and with reference to the relevant national and local

policies and plans and, in particular, the Leitrim Sports Partnership annual operational and service delivery plans. The duties will include but will not be limited to:

- Establishing a baseline in the communities chosen for interventions and conducting an audit of local clubs and updating where this has already been completed.
- Consulting and working with local communities to identify the need and demand for new activities.
- Providing guidance and support to develop sustainable community sports clubs.
- Establishing a sports forum that will enable clubs to work together.
- Tackling local barriers to participation through targeted programmes and initiatives.
- Supporting and maintaining strong links between schools and community sports clubs.
- Developing action plans in line with the needs of the community.
- Supporting the continued roll out of Sport Ireland’s investment including Dormant Accounts Funded projects.
- Coordinating and facilitating training and development opportunities.
- Implementing a monitoring and evaluation framework for all projects.
- Establishing a financial monitoring template for the operational budget.
- Facilitating and supporting the delivery of initiatives which will develop and expand the range of opportunities for all the people of Leitrim to more fully participate in recreational, sporting and physical activity, with a particular focus on Women in Sport, Schools, Local Communities and Sports Clubs.
- Developing School – Community – sports club links and pathways for participation.
- Designing and supporting Community Sports Hub development in designated areas and integrated participative recreational activity.
- Delivering Active Communities based initiatives in designated areas of the county.
- Developing opportunities for multiple opportunities for sport and physical activity in the community – advocacy.
- Day- to-day communication, organisation and administration of above areas of work.
- Overseeing use of budgets and monthly income and expenditure for all funded projects.
- Facilitating and promoting the implementation of training courses specific to volunteers in sport.
- Working in collaboration with service providers and agencies with similar population group interests.
- Any other duties as appropriate as may be assigned from time to time.

## 2. Salary:

The Salary scale for the post of Community Sports Development Officer (CSDO), analogous to Grade IV, (effective 1<sup>st</sup> October 2024) is within the range:

**€34,260, €36,366, €39,355, €41,318, €43,035, €44,696, €46,938,  
€48,560, €50,206, €51,733(LS11), €53,301(LS12)**

Entry point to this scale will be determined in accordance with relevant Departmental Circulars. Offers of appointment to persons who are not serving local authority employees will be based on the minimum of this scale.



Rate of remuneration may be adjusted from time to time in line with Government Policy.

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 the post or in respect of any services, which he/she is required by or under any enactment to perform.

### **3. Probation:**

All contracts will be subject to a probationary period of 6 months, during which the performance of the successful applicant will be regularly evaluated. If during that period, the Local Authority is satisfied that the appointee is unlikely to prove suitable for final appointment, the appointment may be terminated by the giving of one month's notice on either side, or, in the event of misconduct or negligence, without notice

The probationary period may be extended at the discretion of the Chief Executive of Leitrim County Council

Employment may be terminated by either party during probation or at the end of the probationary period on one week's notice.

### **4. Working Hours:**

The successful candidate's normal hours of work will be 35 hours per week. The role will require flexibility around working hours and evening and weekend work will arise in order to effectively deliver this programme. A system of 'Time in Lieu' will be in operation to reflect this. Overtime will not be paid.

The Council reserves the right to alter the hours of work from time to time.

All hours worked will be subject to and recorded in accordance with the provisions of the Organisation of Working Time Act, 1997 and the Organisation of Working Time Act (Regulations) 2001.

### **5. Annual Leave:**

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

### **6. Superannuation:**

All new entrants to pensionable public service employment on or after 1<sup>st</sup> January 2013 will be members of the Single Public Service Pension Scheme.

All members of the Single Public Service Pension Scheme will be required to contribute 3.5% of net pensionable remuneration plus 3% of pensionable remuneration. Pension and retirement lump sums for member of the Single Public Service Pension Scheme will be based on career-average pay; pensions will be co-ordinated with the State Pension Contribution Scheme.

Persons who are pensionable under the Local Government (Superannuation) (Consolidation) Scheme 1998, and are liable to pay the Class A rate of PRSI contribution, will be required in respect of superannuation to contribute to the local authority at the rate of 1.5% of 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). You will also be required in respect of the Local Government (Spouses and Childrens' Contributory Pension) Scheme to contribute to the local authority at the rate of 1.5% of pensionable remuneration in accordance with the terms of the Scheme.

Persons who become pensionable officers of a local authority who are liable to pay the Class D rate of PRSI contribution will be required in respect of his/her superannuation to contribute to the local authority at the rate of 5% of pensionable remuneration. You may also be required to pay Spouses and Children/Widows and Orphans contributions at the rate of 1.5% of pensionable remuneration.

### **7. Retirement Age:**

The Single Public Service Pension Scheme (“Single Scheme”) as provided by the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 commenced with effect from 1st January 2013. The act introduced new retirement provisions for new entrants to the public service appointed on or after 1st January 2013, as well as to former public servants returning to the public service after a break of more than 26 weeks. In accordance with Circular Letter 24/2020 Single Pension Scheme Members normal retirement age will be in line with the age of eligibility for the State Pension (Contributory). Compulsory Retirement Age will be 70.

There is no mandatory retirement age for “new entrants” to the public service as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004. Anyone who is “not a new entrant” to the public service, as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004, is subject to a compulsory retirement age of 65 years – the Public Service Superannuation (Age of Retirement) Act 2018 provides for an increase in the compulsory retirement age of most pre-2004 public servants from age 65 to age 70.

### **8. Pension Abatement**

If an appointee has previously been employed in the Civil or Public Service and that appointee is entitled to, or in receipt of, a pension from the Civil or Public Service, or where a Civil/Public Service pension comes into payment during the appointee’s re-employment, that pension will be subject to abatement in accordance with Section 52 of the Public Service Pensions (Single Scheme and other Provisions) Act 2012.

**Please note:** In applying for this position, you are acknowledging that you understand that the abatement provisions, where relevant, will apply. It is not envisaged that the employing Department/Office/Body will support an application for an abatement waiver in respect of appointments to this position.

### **9. Driving Licence:**

Holders of the post will from time to time be required to travel in the course of their duties and for this purpose they shall possess a current unendorsed full driving licence (Category B) and, shall drive a motor car in the course of their duties and for this purpose provide and maintain a car to the satisfaction of the local authority. The post holder’s Insurance policy must cover such use and must indemnify Leitrim County Council.

Travel and subsistence expenses will be paid in accordance with nationally agreed rates applicable in the sector.

### **10. Outside Employment:**

The position is whole-time, and the employee may not engage in private practice or be connected with any outside business which would interfere with the performance of official duties.

### **11. Garda Vetting:**

The successful candidate will be subject to the Garda Vetting Procedures in line with the provisions of the National Vetting Bureau (Children & Vulnerable Persons) Act 2012 to 2016 as appropriate in advance of appointment and on a periodic basis thereafter for the duration of their employment.

### **12. Residence:**

The holder of the post shall reside in the district in which his or her duties are to be performed or within a reasonable distance thereof and will be required to serve in the Local Authority's Offices, or wherever assigned by the Local Authority.

### **13. Data Protection:**

Please note that the information received is used solely for the purpose of considering your application. Such information held is subject to the rights and obligations set out in the Data Protection Acts, 1988, 2003 & 2018 and EU Regulation 2016/679.

## **SELECTION PROCESS**

- (i) Selection shall be by means of a competition based on an interview conducted by or on behalf of the local authority.
- (ii) Leitrim County Council reserves the right to shortlist applications on the basis of information supplied on the application form and only those shortlisted will be called for interview.
- (iii) Candidates called for interview will be assessed on the **competencies** for the post as set out above.
- (iv) A Panel may be formed on the basis of such interviews. Candidates whose names are on a panel and who satisfy the local authority that they possess the qualifications declared for the position and that they are otherwise suitable for appointment may within the life of the panel be appointed to this post. The life of the panels will not be more than one year from the date of formation of the panel.
- (v) 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 they fail to take up the appointment within such period or longer period as the local authority in its absolute discretion may determine, the local authority shall not appoint them.

**All applications must be made on the official Application Form** which is available to download on Leitrim County Council's website [www.leitrim.ie](http://www.leitrim.ie) or alternatively, contact the Human Resources Department – Email: [jobs@leitrimcoco.ie](mailto:jobs@leitrimcoco.ie).

**Completed Application Forms (inclusive of all required documentation) must be submitted in PDF Format as One Single Document (not individual scanned documents) via email.**

**CLOSING DATE:**

Completed Application Forms must be submitted by **4 pm Thursday 6<sup>th</sup> February 2025** via email to [jobs@leitrimcoco.ie](mailto:jobs@leitrimcoco.ie). Applications received after this **date and time** will not be considered.

Please quote **‘Community Sports Development Officer’** followed by your name in the subject line of the email.

Candidates will receive an automatic acknowledgement when they submit their application form to the above email. You should check your Spam/Junk Folders in the event that you do not receive this acknowledgement. The onus is on the candidate to ensure that their application has been received and acknowledged.

The responsibility rests with the applicant to ensure that their application form is **received** by the Human Resources Department of Leitrim County Council on time as outlined above. Candidates should ensure that they give themselves sufficient time to allow for any unforeseen circumstances which may arise and which may impact on their application form not being **received** on time.

**NOTES:**

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 applicants favour any employee 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.

**Leitrim County Council is an equal opportunities employer.**