



# Comhairle Chontae Liatroma Leitrim County Council

## CANDIDATE INFORMATION BOOKLET

(Please read carefully)

**Post of:**

**Programme Manager - Leitrim Sports Partnership**

**(Grade VI Analogous)**

**3 Year Specified Purpose Contract**

**Closing Date: 4 p.m. on Thursday 10<sup>th</sup> October 2024**

### 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 '**Sports Programme Manager Application**' 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 Role:

Leitrim Sports Partnership plays a lead role in the co-ordination, development and delivery of sport and physical activities for the communities of County Leitrim. This role is guided by a Strategic Plan and year on year operational plans. The Sports Partnership encourages and facilitates participation in sport, recreation, and physical activity across all members of the community.

The role of the Programme Manager, which is funded by Sport Ireland, will focus on supporting the management function and working at a strategic level within the Leitrim Sports Partnership team to meet the objectives of the Partnership within the framework of the national and local policies and plans as set out above. The successful candidate will work in a coordinating capacity with all relevant stakeholders to increase and sustain participation opportunities for all population groups within the County in sport and physical activity.

## **The Responsibilities:**

The following is a non-exhaustive list of the primary duties of the Programme Manager:

### **Strategy & Governance:**

- Assist with the development, delivery and reporting of the Leitrim Sports Partnership Strategy & Annual Operation Plan.
- Provide direct support to the Sports Coordinator and the Leitrim Sports Partnership team to achieve a coordinated approach to the development of sport and physical activity throughout the community and for agreed target groups.
- Coordinate and manage reviews of the annual operational plan reporting on the effectiveness and impact of work areas.
- Support Sports Coordinator in ensuring that appropriate procedures are in place and adhered to in relation to Health & Safety, Data Protection/GDPR, Child Safeguarding etc

### **Management & Programming:**

- Manage and coordinate the work activities of staff to achieve the goals and objectives of the Leitrim Sport Partnership.
- Be responsible for leading staff, monitoring performance and identifying training and development needs.
- Plan and manage the work activities of work placement students, volunteers, coaches and tutors.
- Create and implement a comprehensive range of physical activity programmes and events for relevant target groups with a view to creating sustainable participation.
- Support the coordinator in implementing accurate and efficient reporting structures.
- Manage and be responsible for programme budgets, ensuring timelines and reporting structures are met and budgets adhered to.

### **Research / Evaluation:**

- Manage the implementation of a monitoring and evaluation framework for all projects, programmes and initiatives.
- Conduct research of participation in sport and physical activity in the community including, where relevant, needs analysis to identify suitable support for increasing participation in sport and physical activity in the community and target groups.
- Prepare reports, as appropriate, relating to existing and proposed initiatives and present timely and relevant information and advice to the Sports Coordinator.

### **Partnerships and Communication:**

- Develop relationships with appropriate partner organisations and local community groups to create links and encourage collaboration between partners.
- Work in partnership with stakeholders to share knowledge and information relevant to target groups in the community to identify the needs and demand for new activities.
- Support and guide clubs and communities with various issues as they arise.

### **The successful candidate will also:**

- Participate and contribute to the duties as required as part of the organisational response to Climate Action to promote and ensure capacity building, empowering change and delivering action.
- Act when required for a more senior employee during his/her absence for any reason.

- Undertake any other duties as required by Leitrim Sports Partnership or Leitrim County Council as the employer from time to time.

## 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 for any of the above panels 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:

- (i) Hold a relevant third level Degree **OR** have 5 years' relevant experience.  
*(a relevant third level degree would include Sport and Recreation, Health, Exercise Science, Physical Activity, Diversity and Inclusion, Social Justice, Community Development, Education or related field).*
- (ii) Have 3 years' relevant experience
- (iii) Have experience of project management and/or people management
- (iv) Have experience of the community and voluntary sector.

#### Note:

- **Candidates must submit copy of educational qualifications as outlined above. Applications received without the necessary documentation will be deemed ineligible and will not be considered further.**
- **Candidates must also hold a current valid and unendorsed driving licence in respect of category B vehicles and must advise if this is not the case. A copy of Licence must be submitted with your application.**

## The Ideal Candidate shall have:

- Experience in the areas of education, social or community development or working in the community sector in a developmental and supportive capacity either in a paid or voluntary capacity.
- Good understanding of programme monitoring and evaluation.
- Experience of working in a project team.

- Good understanding of the sports development process and Sports Partnerships including linkages with Sport Ireland.
- Good understanding of local, regional and national sports structures along with knowledge of physical activity promotion programmes and methods.
- Understanding of the public sector and local government environment.
- Strong organizational and project management skills and research skills along with a proven track record in delivering quality results.
- Strong interpersonal and written and verbal communication skills and the ability to prepare and present reports and to represent the Council and the Sports Partnership in a professional and credible manner.
- Ability to plan and prioritise work effectively and to work under pressure to tight deadlines.
- Ability to work effectively as part of a team and to facilitate, network, lead, research, negotiate, analyse, and resolve issues.
- Ability to foster and maintain productive working relationships within the organisation and with a range of relevant stakeholders externally.
- Experience in managing staff performance, addressing issues, identifying staff learning and training needs.
- Ability to manage financial resources within a budgetary control framework.
- Understanding of organisation policies and implementation of such policies, as applicable to a Public Body.
- Strong sense of commitment to delivering quality public services and be willing to take on a challenge.
- Good knowledge and awareness of Health and Safety Legislation and Regulations, the implications for the organisation and the employee, and their application in the workplace.
- Knowledge and experience of operating ICT systems.
- Flexibility and availability to work outside normal office hours as required.

### 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:

<b>Management &amp; Change:</b>	<ul style="list-style-type: none"> <li>• Clear understanding of the role, objectives and targets and how they fit into the work of the unit and Department / Organisation</li> <li>• Clear understanding of political reality and context of the local authority and the Local Sports Partnership.</li> <li>• Contributes to the development of policies in own area and is effective in translating corporate policies and strategies into operational plans and outputs.</li> <li>• Embeds good governance practices into day-to-day activities, practices and processes.</li> <li>• Establishes, develops and maintains positive and productive professional working relationships with relevant interests.</li> <li>• Effectively manages the introduction of change and demonstrates flexibility and openness to change</li> </ul>
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<b>Delivering Results:</b>	<ul style="list-style-type: none"> <li>• Contributes to the development of operational plans and leads the development and implementation of team plans.</li> <li>• Plans and prioritises work and resources effectively.</li> <li>• Ability to develop and deliver programmes and projects and to work to strict deadlines.</li> <li>• Makes timely, informed and effective decisions and displays good judgement and balance in making decisions or recommendations.</li> <li>• Ensures compliance with legislation, regulation and procedures.</li> <li>• Establishes high quality service and customer care standards.</li> </ul>
<b>Performance Through People:</b>	<ul style="list-style-type: none"> <li>• Leads by example to motivate staff in the delivery of high-quality outcomes and customer service.</li> <li>• Effectively manages performance.</li> <li>• Effectively identifies and manages conflict.</li> <li>• Strong organisational skills including meeting facilitation and administration</li> <li>• Demonstrates good interpersonal skills and effective verbal and written communication skills</li> <li>• Ability to foster and maintain productive working relationships within the organisation and with relevant stakeholders externally.</li> </ul>
<b>Personal Effectiveness:</b>	<ul style="list-style-type: none"> <li>• Relevant experience at an appropriate level.</li> <li>• Understanding of the structures and environment within which the local authority sector, and the local sports partnership, operates and the varied role of the Programme Manager in this context.</li> <li>• Maintains a positive, constructive and enthusiastic attitude to their role</li> <li>• Manages time and workload effectively and can operate in an environment with significant complexity and pace.</li> <li>• Takes initiative and seeks opportunities to exceed goals.</li> <li>• Understands the importance of corporate governance.</li> </ul>

### The Principal Terms and Conditions:

The position is **wholtime, temporary** and **pensionable** and the appointment will be on the basis of a **3 Year Specified Purpose Contract of Employment** related to the funding commitment by Sport Ireland which is specifically for a three-year period. The post is contingent on, and aligned to, that specific funding provision.

The successful candidate will be employed by Leitrim County Council on behalf of Leitrim Sports Partnership

#### 1. Duties

The Programme Manager – Leitrim Sports Partnership will report to the Sports Coordinator. 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, and will include, but will not be limited to, the duties set out under the **Responsibilities** Section above.

#### 2. Salary

The salary scale for the post of Programme Manager – Leitrim Sports Partnership (Grade VI Analogous), applicable from 1<sup>st</sup> June 2024, is within the range:

**€55,090, €56,405, €58,006, €61,019, €62,819, €65,055(LSI1), €67,304(LSI2)**

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.

The 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. Holders of the office shall pay to the local authority any fees or other monies (other than their inclusive salary) payable to or received by them by virtue of their office or in respect of services which they are required by or under any enactment to perform.

### **3. 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.

Leitrim County Council reserves the right to, at any time, re-assign an employee to any Department now or in the future.

### **4. Probation:**

All contracts will be subject to a probationary period, during which the performance of the successful applicant will be regularly evaluated.

Where a person is permanently appointed to Leitrim County Council the following provisions shall apply:

- (a) There shall be a period after appointment takes effect, during which such a person shall hold the position on probation;
- (b) Such period shall be one year but the Chief Executive may, at his/her discretion, extend such period;
- (c) Such a person shall cease to hold the position at the end of the period of probation, unless during this period the Chief Executive has certified that the service is satisfactory;
- (d) There will be ongoing assessments during the probationary period.

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

### **5. Annual Leave**

The annual leave entitlement for this post will be 30 days per annum. Annual leave year is aligned to the calendar year.

### **6. Working Hours**

The standard working week will be 35 hours, Monday to Friday. Leitrim County Council reserves the right to alter the hours of work from time to time in line with Government Circulars.

The nature of the role will require successful candidates to work evenings and/or weekends. A system of 'Time in Lieu' will be in operation to reflect this. Overtime will not be paid.

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. Leitrim County Council requires employees to record their hours worked using a clocking system.

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## 7. Superannuation

All new entrants to pensionable public service employment on or after 1 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.

## 8. 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.

Retirement age will be in line with the age of eligibility for the State Pension Contributory (SPC). 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, had been 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.

## 9. 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.



## 10. Driving Licence

Holders of the post may 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.

## 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. 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.

## 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 panel 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 are available to download on Leitrim County Council's website [www.leitrim.ie](http://www.leitrim.ie) or alternatively, contact the Human Resources Department by emailing [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 for receipt of applications is **4:00 p.m. on Thursday 10<sup>th</sup> October 2024** via email to [jobs@leitrimcoco.ie](mailto:jobs@leitrimcoco.ie). Applications received after this date and time will not be considered.

Please quote '**Programme Manager Application**' 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.**