



Comhairle Chontae Liatroma Leitrim County Council

CANDIDATE INFORMATION BOOKLET

(Please read carefully)

Post of:

ESF+ Social Innovation in Sport Officer

(Grade V Analogous)

3 Year Specified Purpose Contract

Closing Date: 4 p.m. on Thursday 3rd 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.

Please quote '**Social Innovation in Sport Officer 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.

Every day in communities across the country, Sport Ireland through its network of LSPs helps people irrespective of age, gender, disability, or social circumstance to get active. The role of the ESF+ Social Innovation in Sport Officer, employed within the LSPs, will be to use sport and physical activity to foster social inclusion and provide education, inclusion and personal development programmes for people at risk of social exclusion and poverty such as ethnic minorities, youth at risk, persons with disabilities and people from disadvantaged backgrounds throughout the country. All programmes will be developed with an innovation and user-centric focus.

This role is funded by the European Social Fund + (ESF+) Programme 2021 -2027 through Sport Ireland. The ESF+ Programme will support the principles of the European Pillar of Social Rights by seeking to:

- Support access to employment for young people and underrepresented groups
- Promote skills and lifelong learning
- Tackle poverty and social exclusion

Sport and Physical Activity will be used as a mechanism to support these principles and the LSPs will be the main drivers on this project locally.

Sport Ireland published its first policy on [Diversity and Inclusion in Sport](#) in 2022 which expresses its vision for a sport sector that celebrates diversity, promotes inclusion, and is pro-active in providing opportunities for lifelong participation for everyone. The ESF+ Social Innovation in Sport Officer will work in collaboration with key local and national stakeholders to support the implementation of this policy.

The ESF+ Social Innovation in Sport Officer will support the delivery of Sport4 Empowerment (S4E) Programme. This will involve leading with the delivery of the S4E programme with the objective of fostering active inclusion with a view to promoting equal opportunities, non-discrimination and active participation, and improving employability, in ESF+ target groups and organisations locally. The programmes on this project will be designed, piloted and scaled using design thinking principles.

The Responsibilities:

- Leading the design, planning and delivery of the Sports4Empowerment (S4E) Programme at a local level with a focus on building skills and confidence to foster social inclusion and engage with and maintain sport participation independently.
- Coordinating ESF+ programmes with the objective of fostering active inclusion with a view to promoting equal opportunities, non-discrimination and active participation, and improving employability, in ESF+ target groups locally.
- Ensuring the design and delivery of the ESF+ programme aligns with European Social Fund requirements and complements existing Sport Ireland and Local Sports Partnership policies and plans.
- Monitoring impact on programmes and supporting the sharing of information and replication of programmes in other Local Sports Partnerships.
- Providing timely, standardised data and reporting on activity and outcomes on the programmes.
- Collaborating with Sport Ireland to support the successful delivery of this project.
- Developing and supporting strong working relationships with other LSPs and other outside agencies and relevant stakeholders.
- Participating in regular supervision, appraisal and education as identified.
- Undertaking any other relevant and related duties that may be required.

Diversity & Inclusion

Sport Ireland and Local Sport Partnerships are committed to building a diverse sport sector and therefore strongly encourages applications from underrepresented groups. Local Sports Partnerships are committed to equality and inclusion and welcome applications from all individuals, regardless of their background. Local Sports Partnerships strive to be a diverse and inclusive workplace.

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:

- A. hold a Level 8 Qualification (on the National Framework of Qualifications) in any of the following areas – Health, Exercise Science, Physical Activity, Diversity and Inclusion, Social Justice, Community Development, Education or related field

And

have a minimum of **2 years' relevant experience** working with two or more of the target groups and stakeholder engagement.

OR

- B. have a minimum of **5 years' relevant experience** working two or more of the target groups and stakeholder engagement

Knowledge & Skills:

- ✓ In-depth knowledge and understanding of the lived experience of two or more target groups.
- ✓ Excellent communication skills (written and verbal) such as report writing, grant applications and interpersonal skills.
- ✓ Proficiency in MS Office (Word, Excel, PowerPoint, and Outlook).
- ✓ Good project management, organisational, stakeholder, and time management skills.
- ✓ An understanding of research and evaluation methods and an appreciation of research integrity and the ethical issues of carrying out research with target populations.
- ✓ Effective team player in the context of a multidisciplinary team.
- ✓ Ability to work under pressure.
- ✓ Health/safety and risk awareness.

Desirable Qualifications and Experience:

- ✓ Further Education or Training relevant to the post in relation to physical activity, social integration/inclusion, and D&I.
- ✓ Experience of facilitating physical activity and sports activities with people of differing abilities and/or from underrepresented groups.
- ✓ An Understanding and Experience in the delivery and/or implementation of social innovation/ design of innovation programmes and use of design thinking principles.
- ✓ Knowledge of the sport and physical activity sector and policies.

Other:

- ✓ Demonstrate a commitment to life-long learning.
- ✓ Be prepared to work evenings & weekends when required.
- ✓ Ability to travel efficiently between sites.
- ✓ Must have access to a car and hold a current EU/Irish driving licence.

Notes:

- **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.**

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:

Delivering Results/Communicating Effectively	<ul style="list-style-type: none"> • Plans and prioritises work and allocation of resources effectively. • Takes ownership of projects/tasks and is determined to see them through to a satisfactory conclusion. • Establishes and implements high quality service and customer care standards. • Takes ownership of projects/tasks and is determined to see them through to a satisfactory conclusion. • Makes timely, informed and effective decisions and shows good judgement and balance in making decisions or recommendations. • Demonstrates effective communication, presentation and facilitation skills. • Excellent interpersonal, verbal and written communications skills.
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Performance Management and Team Work	<ul style="list-style-type: none"> • Works well as part of a team to ensure delivery of plans, programmes and schedules. • Has a strong team ethic of co-operation and mutual support, sharing information and knowledge as appropriate. • Relates well to others and develops and maintains positive, productive and beneficial working relationships. • Motivates and engages stakeholders to achieve quality results and to deliver on operational plans and programme objectives. • Effectively manages performance. • Has the ability to develop, deliver, monitor and evaluate programmes and projects and to work to strict deadlines. • Ability to work on own initiative as well as an integral part of a team
Personal Effectiveness	<ul style="list-style-type: none"> • Takes initiative and is open to taking on new challenges or responsibilities. • Manages time and workload effectively. • Has strong organisational skills including meeting facilitation and administration. • Has strong resource and project management skills. • Maintains a positive and constructive and enthusiastic attitude to their role. • Understands and implements change and demonstrates flexibility and openness to change. • Is a self-starter, strong on research and maintains resilience in securing buy in and commitment to overall concepts or projects
Knowledge, Experience and Skills	<ul style="list-style-type: none"> • Demonstrates knowledge and understanding of the structure and functions of Sport Ireland and the Local Sports Partnership network. • In-depth knowledge and understanding of the lived experience of two or more target groups • Demonstrates knowledge of current issues for physical activity levels • Understands the role of the ESF+ Social Innovation in Sport officer • Has relevant ‘on-the-job’ experience and evidence of similar role and of working as part of a team. • Has administrative experience and knowledge and experience of operating ICT systems.

The Principal Terms and Conditions:

The position is **wholetime, temporary** and **pensionable** and the appointment will be on the basis of a **3 Year Specified Purpose Contract of Employment** related to supporting the delivery of Sport Ireland’s Sport4Empowerment (S4E) programme.

This role is funded by the European Social Fund+ (ESF+) Programme 2021-2027 through Sport Ireland. The funding is approved through Sport Ireland on a three year basis and 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 ESF+ Social Innovation in Sport 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, 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 ESF+ Social Innovation in Sport Officer (Grade V Analogous), applicable from 1st June 2024, is within the range:

€49,706, €51,193, €52,709, €54,256, €55,816, €57,633 (LSI 1), €59,456 (LSI 2)

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 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.

5. Annual Leave

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

6. 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 hours of work from time to time.

All hours of work 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.

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 or alternatively, contact the Human Resources Department by emailing 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 p.m. on Thursday 3rd October 2024 via email to jobs@leitrimcoco.ie. Applications received after this date and time will not be considered.

Please quote 'ESF + Social Innovation in Sport Officer 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.

Candidates must submit copy of relevant educational qualifications with their application. 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.

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.