



Comhairle Chontae Liatroma Leitrim County Council

CANDIDATE INFORMATION BOOKLET

(Please read carefully)

Post of:

Sports Coordinator - Leitrim Sports Partnership
(Grade VII Analogous)

Closing Date: 4 p.m. on Thursday 6th 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.

Please quote '**Sports Coordinator 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 primary function of the Sports Coordinator for Leitrim Sports Partnership is to co-ordinate the activities of Leitrim Sports Partnership and the individual partner contributions to ensure the promotion and development of sport at County level. The post holder will also be responsible for the management of the day-to-day operations of Leitrim Sports Partnership. The role will also include elements of strategic planning and marketing.

The Responsibilities:

The main duties and responsibilities of the Sports Coordinator may include but will not be limited to:

Strategic and Operational Management of Leitrim Sports Partnership (LSP):

- Evaluating LSP's strategic plan, identifying sports development needs, and preparing a new plan in consultation with the Board and key stakeholders.
- Managing the allocation, use and evaluation of resources efficiently to deliver on operational plans.
- Planning and managing the development and rollout of local sports and physical activity programmes.

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- Developing and implementing evidence-based solutions to increase sports participation and physical activity.
 - Implementing monitoring and evaluation systems to measure and report on LSP's impact and reach.
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 - Leading the development of an inclusive and diverse sports culture with sustainable community governance structures.
 - Providing assistance, support and guidance to sports clubs and community groups.
 - Responsibility for the ongoing financial management of capital and operational projects.
 - Preparing budgets and ensuring that work programmes are implemented within allocated budgets.
 - Maintaining day to day financial and accounting services to meet legislative requirements, support operations and service delivery.
 - Identifying and applying for sources of funding from a variety of stakeholders to further the work and strategic objectives of the LSP.
 - Supporting the development of the Partnership Board / Committee and acting as secretary to the LSP Board.

Management of People:

- Managing, supervising and providing support to staff within the Sports Department to deliver on the objectives of LSP's strategy and operational plans.
- Ensuring full compliance with PMDS (Performance Management Development System) within the LSP, including ensuring the training and development of staff as appropriate.
- Responsibility for addressing under performance in relation to reporting staff in accordance with relevant policies and procedures.

Management of Change:

- Identifying opportunities for improvements or change initiatives in relation to services.
- Managing and implementing change management initiatives and communicating same to all employees in the department.

Communications:

- Managing and developing promotional campaigns to increase awareness of sports opportunities for all in County Leitrim and to highlight the work of LSP.
- Communicating effectively with key stakeholders, board members and general public in relation to programming and grant schemes.
- Communicating and liaising effectively with staff, management, board members and elected councillors in relation to all operational and supervisory matters for the Department.
- Conducting consultation and research with sports providers in Leitrim and liaising with other relevant departments in relation to recreation & amenity.
- Advocating on behalf of the sports sector and providing expertise, insight and support to Leitrim County Council and Leitrim Sports Partnership.
- Preparing reports, recommendations and correspondence and any other such documents which may be sensitive or confidential in nature.

Governance and Compliance:

- Ensuring that the LSP is in compliance with all Governance Code for Sport, Council policies, procedures, practices and standards ensuring the principles of good governance.
- Providing assistance in the understanding and interpretation of the Governance Codes and Councils policies and procedures to staff and board members.
- Implementing good practices in transparency reporting, communications and audit to deliver accountable services in the LSP.
- Carrying out duties in a manner that enhances public trust and confidence and ensures impartial decision making.
- Managing and implementing Health and Safety procedures for the Department to ensure full compliance.

Dealing with Stakeholders:

- Organising and facilitating internal and external meetings and participating and engaging in discussions as appropriate.
- Managing strategic relationships with Leitrim County Council's various departments to best coordinate use of resources in the development of sport and physical activity within County Leitrim.
- Developing and maintaining a productive working relationship with all board members and elected representatives, including effective information provision and assistance when required.
- Managing relationships with Sport Ireland, NGBs, and key agencies to ensure coordinated sports development and alignment with national policy

Undertaking 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 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 qualification - Degree Level or Equivalent - in Sports Development, Sports and Recreation, Community Development, Health Promotion, Exercise Science, Health & Sports Studies, Business Management/Administration or related field

And

have a minimum of **3 years' relevant experience** in Community/Sports/Business Development – project and programme management and experience of the Community and Voluntary Sector.

OR

- (ii) have a minimum of **5 years' relevant experience** in Community/Sports/Business Development – project and programme management and experience of the Community and Voluntary Sector

AND

- (iii) Have satisfactory experience in administrative procedures, including adequate practical experience in work of an executive nature, office organization and control of staff.
- (iv) Have a sound understanding of the sports development process and knowledge of local, regional and national sports structures.
- (v) hold a clean, current Class B Driving Licence and have access to his/her own transport. (Copy of Licence must be submitted with your application).

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.

The Ideal Candidate shall have:

- At least 3 years relevant management experience.
- A sound 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.
- Experience in working with multiple stakeholders, such as Local Authorities, National Governing Bodies of Sport (NGBs), Voluntary and Community Organisations.
- Strong organizational and project management skills and research skills relevant to strategic sports development along with a proven track record in delivering quality results.
- Ability to develop forward thinking vision in regard to their assigned responsibilities along with strong ability to initiate, develop and deliver relevant projects.
- Ability to plan and prioritise work effectively, to work under pressure to tight deadlines and to take a strategic approach in the formulation and delivery of key policy objectives.
- A track record of working effectively as part of a team and the ability to motivate staff to achieve strategic objectives.

- Be highly motivated and have excellent interpersonal and communications skills, including the ability to facilitate, network, lead, research, negotiate, analyse, and resolve issues.
- Ability to manage financial resources within a budgetary control framework.
- Strong ICT, administrative and presentation skills.
- Ability to foster and maintain productive working relationships within the organisation and with a range of relevant stakeholders externally.
- Be capable of working in close co-operation with the elected Council, the Strategic Policy Committees and other Council Departments while being able to seek co-operation and consensus from a wide range of bodies and representative groups.
- 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.
- Strong understanding of Governance structures and a 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.

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 note of these when completing the application form as any short-listing or interview processes will be based on the information provided by candidates:

Management & Change	<ul style="list-style-type: none"> • Ability to think and act strategically to ensure functional responsibility is properly aligned with corporate policies and strategies. • Clear understanding of political reality and context of the local authority and the Local Sports Partnership. • Awareness of current local government issues, priorities, concerns and future direction. • Ability to translate corporate policies and objectives into operational plans and outputs. • Develops and maintains positive and productive professional relationships both internally and externally to the local authority. • Effectively manages change, fosters a culture of creativity in employees and overcomes resistance to change, while demonstrating flexibility and an openness to change.
Delivering Results	<ul style="list-style-type: none"> • Develops operational and team plans having regard to corporate priorities, operational objectives and available resources. • Acts decisively and makes timely, informed and effective decisions and shows good judgement and balance in making decisions and recommendations. • Ability to initiate, develop and deliver programmes and projects and to work to strict deadlines. • Manages and allocates resources effectively to deliver on operational plans. • Pinpoints critical information and addresses issues logically. • Establishes high quality service and customer care standards. • Ensures compliance with legislation, regulation and procedures.

Leading, Motivating and Managing Performance	<ul style="list-style-type: none"> • Ability to build and lead a positive, diverse and productive section/ unit /team effectively. • Leads, motivates and engages employees and stakeholders to achieve quality results and to deliver on operational plans and objectives. • Strong organisational skills including meeting facilitation and administration. • Effectively manages performance and identifies and manages conflict. • Understands effective communications and actively listens to others. • Demonstrates excellent interpersonal skills and effective verbal and written communication skills. • Ability to foster and maintain productive working relationships within the organisation and with relevant stakeholders externally.
Personal Effectiveness	<ul style="list-style-type: none"> • Relevant experience at a sufficiently high level. • Understanding of the structures and environment within which the local authority sector, and the local sports partnership, operates and the varied role of the Sports Coordinator in this context. • Takes initiative and is creative in approaching the delivery of objectives. • Maintains a positive, constructive and enthusiastic attitude to the role. • Manages time and workload effectively and remains calm under pressure. • Understands the importance of corporate governance. • Commitment to integrity & good public service values. • Political awareness.

The Principal Terms and Conditions:

The position is wholetime, permanent and pensionable.

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 duties 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 Sports Coordinator (Grade VII Analogous), applicable from 1st October 2024, is within the range:

€58,252, €59,677, €61,341, €63,011, €64,680, €66,172, €67,700, €69,179, €70,656, €73,185 (LSI1), €75,728 (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, 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.

6. Health

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.

7. 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.

8. 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.

9. 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.

10. 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.

11. 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.

12. 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.

13. 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.

14. 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 **4:00p.m. on Thursday 6th February 2025** via email to jobs@leitrimcoco.ie. Applications received after this date and time will not be considered.

Please quote '**Sports Coordinator 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.