



Comhairle Chontae Liatroma Leitrim County Council

CANDIDATE INFORMATION BOOKLET

(Please read carefully)

Post of:

Sports Inclusion Disability Officer (SIDO)

(Specified Purpose Contract)

Closing Date: 4:00 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 Inclusion Disability 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 and its network of Local Sports Partnerships (LSPs) is committed to the equal treatment of all people when it comes to their participation in sport. This commitment was formalised through the publication of Sport Ireland's Policy on Participation in Sport by People with Disabilities. This policy outlines strong guiding principles ensuring the delivery of the sector's efforts is more accountable and effective. In addition, the announcement within the National Sports Policy 2018-2027 of a national network of Sports Inclusion Disability Officers is indicative of the commitment to create greater opportunities for people with disabilities to participate in sport and physical activity.

A temporary vacancy arises within the Leitrim Sports Partnership for a Sports Inclusion Disability Officer (SIDO). The SIDO will foster and encourage a culture of active participation, supporting opportunities for and access to sport and physical disability activity in local communities.

The Role

The Sports Inclusion Development Officer (SIDO) will work in a coordinating capacity with all relevant stakeholders to increase and sustain participation opportunities for people with disabilities and groups who experience barriers to inclusion throughout the county. The successful candidate will also manage the Sports Disability Hub.

The Responsibilities

The SIDO 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 the Leitrim Sports Partnership annual operational and service delivery plans. The duties will be such as may be assigned from time to time and will include but will not be limited to:

Research & Planning

- Implementing the objectives of the Leitrim Sports Partnership as set out in the current strategy with a view of reviewing and making recommendations on operational plans regarding the inclusion of people with disabilities in sport and physical activity.
- Assessing via a county audit, the levels of participation of people with disabilities in sport and physical activity, taking account of socio-economic, gender, demographic and other factors.
- Supporting and contributing to the preparation of operational plans for the delivery of a Disability Sports Hub based in Leitrim Village for the County.
- Drawing up plan of activities which will highlight equipment needs at the Disability Sports Hub.
- Assessing levels of programme and service provision by relevant agencies targeted at encouraging increased quality of and participation opportunities for people with disabilities in sport and physical activity.

- Assessing levels of accessibility of sport and physical activity facilities for people with a disability.
- Identifying level of uptake of sporting opportunities created, additional members to clubs, membership of clubs created, etc.
- Providing regular analysis of the level of participation and development of sport and physical activity for people with disabilities and marginalised groups within the county.

Engagement and Support

- Creating and sustaining partnerships with voluntary, public and commercial sector partners that support the development and sustainability of sport and physical activity for people with disabilities within the county, establishing a local disability sport and physical activity network/forum.
- Promoting an inclusive philosophy both within the Leitrim Sports Partnership and throughout the county with specific focus on encouraging and supporting sport and physical activity providers to commit to the National Sport Inclusion Disability Charter.
- Developing and sustaining effective working relationships with the National Governing Bodies of Sport operating within the county to increase the range and choice of sport and physical activity opportunities for people with disabilities.
- Providing guidance and support to community based organisations (clubs, leisure/fitness centres, schools, third level colleges, adventure providers etc.) to enhance their capacity to facilitate increased participation opportunities for people with disabilities.
- Working with the Leitrim Sports Partnership team of officers/tutors to strategically support the creation of and further enhancement of existing clubs/sessions to provide increased opportunities for people with disabilities to participate at all levels within sport and physical activity.
- Building positive relationships with all disability services providers within the county to heighten awareness of sport and physical activity opportunities for people with disabilities and supporting disability services to adopt a culture that promotes active and healthy lifestyles for people with disabilities.
- Working as part of a national network of Sports Inclusion Disability Officers that will be instrumental to shaping the delivery of sport and physical activity opportunities for people with disabilities across Ireland. This will include national networking/training events, sharing information and support, and working as part of working groups tasked with contributing to the development of national resources/training.

Training & Development

- Identifying the training needs across the sport and physical sector within the county specific to the participation of people with disabilities in sport and physical activity.
- Developing and sustaining a network of voluntary and professional personnel through collaboration with Cara in achieving a coordinated approach to the delivery of inclusive training and education workshops across the county.
- Supporting and promoting training opportunities for people with disabilities to understand the benefits of participating in sport and physical activity, enhancing their awareness of participation opportunities that exist in addition to promoting and supporting people with a disability becoming coaches, instructors, leaders in sport within the county.
- Liaising with Cara (Sport-Inclusion-Ireland) to provide recommendations for improving accessibility of sport and physical activity facilities/environments and access to services to encourage greater participation for people with a disability in sport and physical activity.

Advocacy/Communication and Promotion

- Promoting and encouraging the participation and involvement of people with disabilities to; take up roles in sport and physical activity programmes, volunteer, coaching/instructing, committee and advisory roles.
- Informing people with disabilities of these roles in sport and physical activity through targeted production and provision of information, ensuring all information is shared in appropriate accessible formats.
- Enhancing the recognition and promotion of quality inclusive practice across the sport and physical activity sector in the county.
- Providing appropriate channels for people with disabilities to share their experiences, challenges and needs in relation to participation in sport and physical activity.
- Promoting Disability Sports Hub through website and social media platforms.

The role will include the duty of deputising for other officers of the Leitrim Sports Partnership, when required, and undertaking any other duties as assigned by Leitrim Sports Partnership or Leitrim County Council as the employer from time to time.

The Sports Inclusion Disability Officer (SIDO) will be responsible to the management of the Leitrim Sports Partnership, with the officer having the advantage of benefiting from an established support structure, availing of training opportunities, sharing of expertise and resources and networking opportunities provided through engagement and support from Sport Ireland and Cara.

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:

- Hold a recognized 3rd level qualification (Certificate Level or higher) in Sports Development, Leisure Management, Adapted Physical Activity, Community Development, Health Promotion or other relevant discipline

and have

- At least two year’s experience working in a similar role i.e. working in communities piloting and developing, project management, facilitating and delivering sport and physical activity programmes.
- Inter-personal skills to involve people, schools and communities in the planning, delivery and evaluation of programmes and initiatives.
- Experience of working with people with disabilities.
- Experience in programme monitoring, evaluation and reporting.
- Proficiency in ICT Microsoft Office tools and communication technology systems.
- Excellent communication (oral and written), administration, organisational and presentation skills.
- Awareness and understanding of different models of disability.
- Awareness of current issues for people with a disability/older adults and the importance and value of their participation in sport/physical activity.
- Ability to produce and disseminate information efficiently and accurately.
- Ability and commitment to work unsociable hours.
- Experience in managing budgets and preparing financial reports.
- A full clean current Class B Driving Licence and access to his/her own vehicle/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.

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. • Contributes ideas and suggestions as to how service activities can be improved. • Makes timely, informed and effective decisions and shows good judgement and balance in making decisions or recommendations. • Demonstrates effective communication, presentation and facilitation skills.
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Performance Management and Team Work:	<ul style="list-style-type: none"> • Works 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. • Has the ability to monitor and evaluate programmes and projects and write reports
Personal Effectiveness:	<ul style="list-style-type: none"> • Takes initiative and is open to taking on new challenges or responsibilities. • Has strong organisational and project/programme management skills. • Has the ability to develop, deliver and facilitate programmes and projects. • Manages time and workload effectively. • Maintains a positive, constructive and enthusiastic attitude to their role. • Demonstrates flexibility and openness to change.
Knowledge, Experience and Skills:	<ul style="list-style-type: none"> • Demonstrates knowledge and understanding of the structure and functions of the Local Sports Partnership network • Demonstrates knowledge of current issues for physical activity levels • Understands the role of the Community Sports Development 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 & 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 Sports Inclusion Disability Programme by Leitrim Sports Partnership. This Specified Purpose contract arises in the specific context of the existing post holder having secured a temporary promotional position and the associated requirement to backfill the post on a temporary basis. This Specified Purpose Contract post will cease upon the existing post holder returning to the post (anticipated January 2028) **OR** the making of alternative arrangements in relation to the permanent filling of the position should that requirement arise, whichever is the earlier. The post and associated contract of employment is also contingent on Sport Ireland continuing to fund the SIDO programme. 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 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 Inclusion Disability Officer (SIDO), analogous to Grade IV, (effective 1st 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 1st 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.

The 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 or alternatively, contact the Human Resources Department – Email: 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 6th February 2025 via email to jobs@leitrimcoco.ie. Applications received after this **date and time** will not be considered.

Please quote ‘Sports Inclusion Disability 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.