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**CANDIDATE INFORMATION BOOKLET –**

**COMMUNITY SPORTS DEVELOPMENT OFFICER (12 Month Contract)**

**CLOSING DATE: 12 noon on Monday, 20th March 2023**

**FOUR APPLICATION FORMS (one original completed signed copy and three full copies of the original) SHOULD BE RETURNED TO:**

**Administrative Officer,**

**Human Resources,**

**Carlow County Council,**

**Athy Road,**

**Carlow**

**CANDIDATES WHO SEND THEIR APPLICATIONS BY POST SHOULD ALLOW SUFFICIENT TIME TO ENSURE DELIVERY NOT LATER THAN THE LATEST TIME FOR ACCEPTANCE.**

**PLEASE NOTE THE FOLLOWING INSTRUCTIONS:**

* A Curriculum Vitae or applications by email or fax will NOT be accepted.
* All application forms **MUST be typed** and before signing the form, please ensure you have replied fully to all sections/questions.
* You should satisfy yourself that you are eligible under the regulations – **copy of results (if required) should be submitted with your application form**. The Council cannot undertake to investigate the eligibility of candidates in advance of the interview/examination, and hence persons who are ineligible, but nevertheless, enter, may put themselves to unnecessary expense.
* Carlow County Council is not responsible for any expenses which may be incurred by the candidate in attendance for aptitude test or interview.
* Applications received after the closing date and time specified will not be accepted.
* Applications received that do not comply with the requirements set out in the booklet, i.e. one original fully completed signed copy and 3 copies of the application form, will not be accepted.
* Carlow County Council may decide, by reason of the number of persons seeking admission to the competition, to carry out a shortlisting procedure. Shortlisting will be based on qualifications, relevant experience and information submitted on the application form. The number of persons to be invited for interview shall be determined by Carlow County Council.

***Informal enquiries regarding the role may be made to Deborah Foley at 059 91 36241/087 9121497***

**Post of Community Sports Development Officer (12 Month Contract)**

**Job Specification**

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 participation at local level. LSPs 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.

The aim of the Community Sports Development Officer funded by Sport Ireland is to strengthen and enhance the capacity of the Local Sports Partnerships to further develop locally led plans and more long term sustainable physical activity programmes under the National Physical Activity Plan (Action 46). Funding for the role of Community Sports Development Officer has been secured for this position through Sport Ireland.

**Objectives:**

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

**Role of the Community Sports Development Officer**

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

**Research**

* Establish a baseline in the communities chosen for interventions and conduct an audit of local clubs and update where this has already been completed

**Community Activation**

* Consult and work with local communities to identify the need and demand for new activities
* Provide guidance and support to develop sustainable community sports clubs
* Establish a sports forum that will enable clubs to work together
* Tackle local barriers to participation through targeted programmes and initiatives
* Support and maintain strong links between schools and community sports clubs

**Planning**

* Develop action plans in line with the needs of the community

**Relationship Building**

* Work with smaller national governing bodies that do not currently have development officers to increase opportunities for participation

**Facilitation**

* Support the continued roll out of Sport Ireland’s investment including Dormant Accounts Funded projects
* Coordinate and facilitate training and development opportunities

**Evaluation**

* Implement a monitoring and evaluation framework for all projects

**Financial Management**

* Establish a financial monitoring template for the operational budget

**It is a requirement for candidates to possess the following:**

* Relevant Degree in Sports Development, Leisure Management, Health Fitness & Leisure Studies, Health Promotion or equivalent qualification
* Experience of working in a sports development environment is essential (3 years or more)
* Experience of working with sports clubs, community groups, and young people in a community setting
* Experience in planning, co-ordinating and delivering sustainable sporting & recreational programmes
* A full clean driving license and access to own transport.

**It is desirable for candidates to possess the following:**

* Excellent communication skills
* Excellent organisational skills
* A good understanding of project-based programme delivery with measurable outcomes
* A good understanding of project evaluation
* Be motivated by and committed to sports development and increasing opportunities for participation, in particular among hard to reach groups in local communities
* Be self-motivated and able to work independently to meet or exceed goals

**Water Safety Development Officer**

The post of Community Sports Development Officer will also incorporate the role of Water Safety Development Officer and additional remuneration in the amount of €3,397.36 (effective 1st March 2023) per annum will be paid in respect of the duties outlined below:

* Liaise with Irish Water Safety and the local County Committee of behalf of Carlow County Council and attend and contribute to a majority of appropriate local and national meetings for that purpose.
* Act as Chairperson, Secretary or Treasurer of the County Water Safety Committee as may be required.
* Organisation of fund raising to meet targets laid down by the Irish Water Safety.
* Advise Local Authority Management of the requirements of Water Safety Ireland (WSI) guidance notes
* Arrange for preparation of Carlow County Council’s water safety budget and secure local authority contributions to Irish Water Safety.
* Recruitment and supervision of lifeguards at designated bathing areas of national and tourist interest
* Arrange for purchase of water safety equipment for lifeguards, instructors and examiners.
* Arrange for the erection of safety and warning signs and flags (Ref: International Standard ISO 20712-3) ring buoys and safety equipment in bathing areas and the carrying out of spot checks with a view to replacement if necessary.
* Reporting to the relevant Director of Services, Community (or his/her designated officer) on all aspects of water safety. The Directorate to which the Water Safety Development Officer is to report to may change.
* Arrange for risk assessments and water safety reports on bathing locations in the interest of water safety.
* Drawing up a safety plan of bathing areas in consultation with appropriate public bodies with reference to the necessity to zone areas for types of water activity.
* Dealing with media on various aspects of water safety i.e. promotion of water safety, swimming instruction and awareness of dangers. Also, dealing with media as may be required in relation to drowning incidents.
* Act as liaison officer and contact person with various bodies such as voluntary inshore rescue, sub aqua clubs and boating organisations and the Irish Coastguard Service.
* Arranging for implementation of water safety programme including booking of pools, transport, hotels, meeting rooms and recruitment of instructors and examiners.
* Acting as liaison officer, when required, in relation to water safety in private pools and assisting with the recruitment of trained personnel in such pools.
* Visiting national schools to distribute “School Pack” Scheme, as necessary.
* Responsible for Water Safety Code issued by the Department of Housing, Local Government and Heritage.
* Arrange purchase, upgrade or renewal (as appropriate) and secure storage facilities for river lifeguards clothing and equipment.
* Attend Irish Water Safety meetings and conferences.
* Attend relevant training, development and re-skilling courses.
* Inspection and maintenance of the Public Rescue Equipment (Ringbuoys) and recording of same in a register (in accordance with WSI guidelines) including an annual audit of same.
* The above list of duties is not exhaustive, and it is open to each Chief Executive to assign new duties to Water Safety Development Officers from time to time.



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**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:

**Candidates *Thinking Style* and approach to:**

* **Problem solving**
* **Decision making**
* **Analytical skills**

**Candidates approach to *Delivering Results*:**

* **Organising and planning workloads**
* **Business planning & reporting**
* **Goal setting**
* **Budget management**
* **Achieving efficiencies**
* **Quality customer service**

**Candidates *Interpersonal & People Orientation* Skills:**

* **Written and oral communications**
* **Persuading and influencing others**
* **Team-working**
* **Establishing and maintaining key internal and stakeholder relationships**
* **Dealing with conflict**

**Candidates *Personal Effectiveness*:**

* **Resilience and Personal Well-Being**
* **Commitment to integrity & Public Service Values**
* **Personal Motivation**
* **Initiative and creativity**
* **Understanding the structures and environment within which the local authority sector**

**operates**

* **Political awareness**

**Particulars of Employment**

**The Post**

The post is temporary wholetime on a 12-month contract basis. This post is supported by Carlow County Council and funded by Sport Ireland.

**Working Hours**

The working hours are 35 hours per week which will include weekend and evening working hours. Carlow County Council operate a flexi time scheme. The Council reserves the right to alter the working hours from time to time. Due to the nature of the role, you may be required to work additional hours on a time off in lieu (time for time) basis on various occasions**.**

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 (Regulations) 2001.

**Salary**

€31,551 per annum (effective 1st March 2023) which is the first point of the Assistant Staff Officer Scale (Circular Letter EL 01/2023) unless currently employed in the public service in which case, relevant circulars will apply.

**Location**

The successful candidate will be based in the **Town Hall, Centaur Street, Carlow.** Carlow County Council reserves the right to assign you to any premises in use by the Concil, now or in the future.

**Residence**

The holder of the office shall reside in the district in which his/her duties are to be performed or within a reasonable distance, thereof.

**Health**

For the purposes of satisfying the requirement as to health it will be necessary for each successful candidate, before he/she is appointed, to undergo a medical examination by a qualified medical practitioner to be nominated by the local authority.

**References**

Applicants are required to advise the names of two responsible persons to whom they are well known but not related (at least one of the referees should be an existing or former employer).

In advance of any offer of employment, Carlow County Council reserves the right to seek both written and verbal references from current and previous employers, educational institutions or any other organisations with which the candidate has been associated. The Council reserves the right to determine the merit, appropriateness and relevance of such references and referees.

**Vetting**

Garda vetting is required for certain roles within Carlow County Council. Failure to complete a Garda vetting form on request may prevent your employment with Carlow County Council. In the event of an unsatisfactory Garda declaration being received Carlow County Council reserves the right not to commence employment. In the event of an existing employee changing role as a result of promotion or otherwise to a role that requires Garda Vetting and an unsatisfactory disclosure being returned, Carlow County Council reserves the right to withhold promotion, and also to investigate if further sanction/disciplinary action is warranted on foot of disclosure on a case by case basis.

**Annual Leave**

The current annual leave entitlement is 25 days. Granting of annual leave, payment for annual leave and arrangement for public holidays will be governed by the provisions of the Organisation of Working Time Act, 1997 (as amended).

**Sick Leave**

The terms of the Public Service Sick Pay Scheme will prevail.

**Training**

It is a condition of employment that successful candidates will be required to participate in training programmes relevant to the skills necessary for the performance of the duties attaching to the post and to attend all mandatory training.

**Health & Safety**

The holder of the post shall co-operate with the terms of Carlow County Council’s Safety Statement and Major Emergency Plan. It is a condition of employment that the successful candidate will be required to participate in training programmes relevant to the skills necessary for the performance of the duties attaching to the post. He/She shall familiarise him/herself with the safety rules and procedures and make proper use of all safety, clothing and equipment. Failure to comply with the terms of the Safety Statement may result in a disciplinary action.

**Use of Modern Technology**

The successful candidate will be required to use all equipment provided, including computers, hand held terminals, mobile telephone, electronic equipment, video or other monitoring equipment and any other new technology which may be introduced in the future.

**Travel**

When required to do so, holders of the post **must** hold a full driving licence for class B vehicles 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. If you are required to travel as part of your official duties, Carlow County Council as your employer must be indemnified on your insurance policy. Travelling expenses and subsistence expenses necessarily incurred in the course of official duties will be refunded in accordance with appropriate rates in line with the relevant Department Circulars and Carlow County Council’s Travel and Subsistence Policy. If during your employment, your licence is revoked, even temporarily, or if you receive endorsements on your licence, which may affect your duties, you are obliged to notify the Council immediately.

**Superannuation & Retirement**

If you are pensionable under the Local Government (Superannuation) (Consolidation) Scheme 1998 and are liable to pay Class A PRSI contributions, you would be required in respect of superannuation to make contributions at the rate of 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) plus 1.5% of full pensionable remuneration. You are required in respect of spouses’ and children’s pension benefit to contribute at the rate of 1.5% of full pensionable remuneration in accordance with the terms of schemes made under the Local Government (Superannuation) (Consolidation) Scheme 1998. Maximum retirement age is 70.

If the Public Service Superannuation (Miscellaneous Provisions) Act 2004 applies to your employment, 65 is the minimum age at which your pension may be paid. As a new entrant to the public service, under the terms of this legislation you will not be required to retire on grounds of age. 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 their superannuation to contribute to the local authority at the rate of 5% of their pensionable remuneration. You may also be required to pay Spouses and Children/ Widows and Orphans contributions at the rate of 1.5% of gross pay. Maximum retirement age is 70.

Persons who become pensionable staff of a local authority for the first time on or after 01 January 2013 are assigned to the Single Public Service Pension Scheme with effect from the date of appointment. The scheme is contributory and provides pension, retirement gratuity, death gratuity and survivors benefits. If you are pensionable under the Public Service Pensions (Single Scheme and other provisions) Act 2012, you are liable to pay the Class A rate of PRSI contribution. You are required to pay contributions as follows: 3% of gross remuneration and 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). The minimum age at which you may retire is allied with the State Contributory Pension age (currently 66, rising to 67 in 2021 and 68 in 2028). The maximum retirement age is 70. To qualify for a pension the successful candidate must have served a minimum of two years employment in a local authority. You are reminded that under this agreement the Council may refer you to a medical advisor at any time to determine fitness for carrying out the duties to which you have been assigned. Further information is available from the Human Resources Department.

***Pension Accrual***

A 40-year limit on total service that can be counted towards pension where a person has been a member of more than one existing public service pension scheme would apply. This 40-year limit, which is provided for in the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 came into effect on 28 July 2012. This may have implications for any appointee who has acquired pension rights in a previous public service employment

***Pension Abatement***

If the appointee has previously been employed in the Civil or Public Service and is in receipt of a pension from the Civil or Public Service or where a Civil/Public Service pension comes into payment during his/her reemployment that pension **will be subject to abatement** in accordance with Section 52 of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012.

***Incentivised Scheme for Early Retirement (ISER)***

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department of Finance Circular 12/09 that retirees, under that Scheme, are debarred from applying for another position in the same employment or the same sector. Therefore, such retirees may not apply for this position.

***Department of Health and Children Circular (7/2010)***

The Department of Health Circular 7/2010 dated 1 November 2010 introduced a Targeted Voluntary Early Retirement (VER) Scheme and Voluntary Redundancy Schemes (VRS). It is a condition of the VER scheme that persons availing of the scheme will not be eligible for re-employment in the public health sector or in the wider Public Service or in a body wholly or

mainly funded from public moneys. The same prohibition on re-employment applies under the VRS, except that the prohibition is for a period of 7 years. People who availed of the VER are not eligible to compete in this competition*.* People who availed of VRS scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility

***Collective Agreement: Redundancy Payments to Public Servants***

The Department of Public Expenditure and Reform letter dated 28th June 2012 to Personnel Officers introduced, with effect from 1st June 2012, a Collective Agreement which had been reached between the Department of Public Expenditure and Reform and the Public Services Committee of the ICTU in relation to ex-gratia Redundancy Payments to Public Servants. It is a condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the public service by any public service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011) for a period of 2 years from termination of the employment. People who availed of this scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility).

**Data Protection**

***Basis for Processing your Personal Information***

The basis for processing your personal data is to progress your application for the position you have applied for with Carlow County Council under the Terms of the Employment (Information) Act 1994 and Human Resources policies and procedures. Personal data sought for the purpose of recruitment will include your name, your contact details including email address and mobile phone number, particulars of education, details regarding your record of employment and confirmation if you require an employment permit / visa / or work authorisation.

***Sharing of Information***

Outside of the relevant recruitment team, the information provided in your application form will only be shared for progressing the competition for which you have applied, with a designated shortlisting and / or interview board. If, following the competition, you are placed on a panel and offered a position, the information provided in your application form will form part of your Personnel File.

***Storage period***

Your application will be retained for one year from the date a panel for this position is formed. In exceptional circumstances panels can be extended for an additional year and your personal data will be kept until the extension has expired. Applications that are unsuccessful at interview stage will be retained for one year. Applications that are not progressed to interview stage will be destroyed post competition.

If you do not furnish the personal data requested Carlow County Council will not be able to progress your application form for the competition.

When your application is received, Carlow County Council creates a record in your name, which contains much of the personal information you have supplied. This personal record is used solely in processing your candidature. Such information held is subject to the rights and obligations set out in the Data Protection Acts, 1988 & 2003 and will be destroyed following the expiry of any panel put in place in respect of this competition.

**RECRUITMENT PROCESS**

Candidates will initially be assessed to ensure that they meet the minimum specified eligibility criteria for the position. All applications must be **typed** and the form filled out in full. **Handwritten submissions will not be accepted.**  When completing the application form, accuracy is essential as the information supplied in the form will play a central part in the selection process. **Submission of an application for employment is regarded as consent to share your information for the purposes of short-listing and recruitment.**

***Shortlisting***

Normally the number of applications received for a position exceeds that required to fill existing and future vacancies to the position. While a candidate may meet the eligibility requirements of the competition, if the numbers applying for the position are such that it would not be practical to interview everyone, Carlow County Council may decide that a number only will be called to interview. In this respect, Carlow County Council may provide for a shortlisting process to select a group for interview who, based on an examination of the application forms, appear to be the most suitable for the position. An expert board will examine the application forms against pre-determined criteria based on the requirements of the position. This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates, who based on their application, appear to be better qualified and/or have more relevant experience. It is therefore in your own interest to provide a detailed and accurate account of your qualifications/experience on the application form.

***Canvassing***

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 candidate’s favour any officer 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.

***Competitive Interview***

Selection of candidates for appointment shall be by means of a competitive interview. The Council is committed to a process of selection on merit, based on fair and open competition. The criteria for judging suitability and ranking will be related directly to the qualification, attributes and skills required to undertake the duties and responsibilities to the standard required in the post.

***Panels***

Following completion of interviews, a panel may be formed, the duration of which is at the discretion of the Council. While a panel remains in force, offers of temporary or permanent employment may be made subject to confirmation of qualifications and satisfying clauses in relation to health, character or other requirements of the particular post. Persons to whom an offer of employment is made must take up duty within 1 month from the date of offer, or such extended period as the Council may agree, otherwise, the Council may decide not to appoint them.

***After the Interview***

Carlow County Council will automatically advise you of the result of the interview. This may be done by letter and will include a copy of your individual marking sheet which will include the marks awarded to you for the various competencies at interview and any comments made by the Interview Board.

***Taking up Appointment***

The local authority shall require a person to whom an appointment is offered to take up such appointment within a period of four weeks and if he/she fails to take up the appointment within such period or such longer period as the local authority in its absolute discretion may determine, the local authority shall not appoint him/her.

***CARLOW COUNTY COUNCIL IS AN EQUAL OPPORTUNITIES EMPLOYER***