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**Candidate Information Booklet**

 **Post of ESF+ Social Innovation in Sport Officer (Three Year Contract)**

**CLOSING DATE: 12.00 noon on Friday 15th December 2023.**

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

**ADMINISTRATIVE OFFICER,**

**HUMAN RESOURCES SECTION,**

**CARLOW COUNTY COUNCIL,**

**COUNTY BUILDINGS,**

**ATHY ROAD,**

**CARLOW.**

 **R93 E7R7.**

**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 applications forms **must be typed** and before signing the form, please ensure that you have replied fully to all sections/questions.
* You should satisfy yourself that you are eligible to apply for this post - **copy of educational results/qualifications must be submitted with your application form to determine your eligibility for this post.**   Failure to comply with this requirement will result in disqualification from this competition.
* 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. typed application form, 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.

**JOB DESCRIPTION**

**Background**

Every day in communities across the country, Sport Ireland through its network of Local Sports Partnerships (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 European Social Fund (ESF+) target groups such youth at risk, persons with disability, disadvantaged women, ethnic minorities and migrants 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 mechanism to support these principles and the Local Sport Partnerships 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.

**Job Purpose**

The ESF+ Social Innovation in Sport officer will support the delivery of Sport Ireland’s Social Inclusion & Empowerment Through Sport programme. This will involve leading with the delivery of the 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 and organisations locally. The programmes on this project will be designed, piloted, and scaled using design thinking principles.

**Responsibilities**

* Lead the design, planning and delivery of the Ireland’s Social Inclusion & Empowerment Through Sport 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.
* Coordinate 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.
* Ensure 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.
* Provide timely, standardised data and reporting on activity and outcomes on the programmes.
* Collaborate with Sport Ireland to support the successful delivery of this project.
* Develop and support strong working relationships with other Local Sports Partnerships and other outside agencies and relevant stakeholders.
* Participate in regular supervision, appraisal and education as identified.
* Undertake 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.

 **QUALIFICATIONS**

**Essential Qualifications and Experience:**

Candidates should hold a Level 8 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**

Candidates should have a minimum of 5 years’ relevant experience working with 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.

**Completing a Competency Based Application Form**

A Competency Based Application Form requires, you, as the candidate, to describe some of your personal achievements to date, to demonstrate certain competencies (necessary skills & qualities) required for the position you are applying for. All question areas must be answered, as you will be questioned on all areas should you be called for interview.

You should describe situation(s) from your own experience, which you think is the best example(s) of what you have done which demonstrates the specific competency. It is essential that you describe how you demonstrated the skill or quality in question. The example(s) may be drawn from your experience in various settings, including employment, community, sporting or voluntary. Please do not use the same example to illustrate your answer to more than two areas of competence. Please note the interview board may look for additional examples of where you demonstrated the skills required for the post.

Carlow County Council is seeking candidates that demonstrate strong administrative and communication skills. They must also be self-motivated and committed to delivering quality public services. Key Competencies for the post have been identified as essential for the role of ESF+ Social Inclusion Officer as follows:

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| --- | --- |
| **Delivering Results:** | **Candidates will be required to demonstrate their ability to:*** Plan and prioritise work and resources effectively.
* Establish high quality service and customer care standards, particularly with local communities.
* Make timely, informed and effective decisions and show good judgement and balance in making decisions or recommendations.
* Create opportunities or overcome obstacles by rethinking or reconceptualising practices or procedures e.g., ensuring harder to reach communities participate in programmed initiatives
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| **Leading, Motivating &****Managing Performance:** | **Candidates will be required to demonstrate their ability to:*** Lead, motivate and engage employees and local communities to achieve quality results and to deliver on operational plans.
* Effectively manage Team Performance.
* Lead by example demonstrating through your own behaviour a clear sense of quality service delivery.
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| **Personal Effectiveness:** | **Candidates will be required to demonstrate their ability to:*** Take initiative and seeks opportunity to exceed goals.
* Manage time and workload effectively.
* Maintain a positive, constructive, and enthusiastic attitude to the role.
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| **Relevant Knowledge & Experience:** | * Has knowledge and understanding of local government structure including service requirements.
* Understands key challenges facing the local government sector and Carlow County Council.
* Knowledge & Experience of operating ICT systems.
* Good social media and communication skills
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**PARTICULARS OF EMPLOYMENT**

**The Post:**

The post is wholetime and temporary. The person appointed will be placed on probation for a period of 12 months during which time performance will be strictly monitored. If performance and attendance is not satisfactory the employment will be terminated. Notice of termination, except in case of summary dismissal, will be in accordance with the provisions of Minimum Notice and Terms of Employment Act, 1973.

**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.

**Location of post:**

Carlow County Council reserves the right to assign the post holder to any council premises, now or in the future subject to reasonable notice. Changes in location of employment will not result in payment of disturbance money or other compensation. The person appointed will be required to provide him/herself at his/her own expense with the necessary mode of travel to and from work.

**Working Hours:**

The working hours at present provide for a five (5) day, thirty-five(35) hours working week, hours may vary from time to time. Carlow County Council operate a Flexi Time Scheme with an earliest start time of 8.30am and a latest start time of 10.00am; and earliest finishing time of 16.30pm and a latest finishing time of 18.00pm with a lunch break consisting of a minimum of 30 minutes to a maximum of 2 hours which must be taken between 12.30pm and 14.30pm. A copy of the Flexi Leave Scheme is available, on request.

The working hours may be reviewed at any time by the Council. The post may require flexibility in working outside of normal hours, including at weekends, as necessary for which Time in Lieu on a time for time basis will apply. No additional remunertation will be paid in respect of such activities. 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.

**Probation:**

Where persons who are not already permanent employees of a local authority are appointed, the following provisions shall apply:

(a) there shall be a period after such appointment takes effect during which such persons shall hold such position on probation,

(b) such period shall be twelve months, but the Chief Executive may at his or her discretion extend such period,

(c) such persons shall cease to hold such position at the end of the period of probation unless during such period the Chief Executive has certified that the service of such persons is satisfactory,

(d) the period at (a) above may be terminated on giving one week’s notice as per the Minimum Notice and Terms of Employment Acts,

(e) there will be assessments during the probationary period.

**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.

**Remuneration:**

The annual salary which is analogous to the post of Staff Officer (Circular Letter EL 02/2023) is as follows:

**€48,089 – €49,561 – €51,039 – €52,537 – €54,047 - LSI 1 €55,806 – LSI 2 €57,572**

Entry point to this scale will be determined in accordance with Circulars issued by the Department of Housing, Planning and Local Government. In accordance with Departmental Circular Letter EL.03/2021, a person who is not a serving local authority employee on or after 1st January 2011 will enter the scale for the position at the minimum point.

Rate of remuneration may be adjusted from time to time in line with Government Policy.

The holder of the position shall pay to the Local Authority any fees or other monies (other than inclusive salary) payable to or received by such holder by virtue of the position or in respect of services, which are required by or under any enactment to perform.

**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 for this post is **30 days**. Granting of annual leave, payment for annual leave and arrangements 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.

Employees must not be under the influence of an intoxicant at the place of work. Employees must comply with all Safety and Health rules and regulations and attend all required Safety and Health Training.

**Use of Modern Technology:**

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

**Travel:**

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***