



Donegal Sports Partnership

Community Active Play Officer

Special Purpose Contract of Employment – Maternity Leave Cover
4 Day Week – 80% Whole Time Equivalent Contract

Job Description

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 at local level. LSPs aim to increase participation in sport and physical activity by breaking down barriers and increasing opportunities for physical activity and ensuring continued participation through all stages of life.

Donegal Local Sports Partnership are seeking to recruit a Community Active Play Officer to coordinate and deliver on the objectives of Active Play Donegal.

Active Play' involves a shift back to more recreational types of physical activities. 'Active Play' is a more-free form of play, which moves away from a very structured form of coaching to a form of play that enables children and adults of all ages to freely participate in different activities. Examples of active play include throwing ball, races, catching games, obstacle courses, hopscotch, rounders, recreational basketball, football, cricket, rounders, and many traditional games.

The successful candidate will be motivated by and committed to sports development and to increasing opportunities for participation, in particular among hard to reach groups in local communities. They will have an understanding of the public sector and community development environment.

Role Responsibilities:

- To deliver on the objectives of the existing Active Play Donegal programme in collaboration with the key stakeholders to promote the Active Play Donegal Model
- To provide opportunities for the key stakeholders including family resource centres, childcare facilities, primary schools, community organisations and the local statutory agencies involved in free play to come together to develop local action plans
- To promote a positive lifestyle choice for families involving a shift back to the more informal or free form of play which enables children and adults to participate in a range of fun recreational activities.
- To bring public spaces 'to life' through organised free play events which aim to attract children and their families.
- To provide training and education to support the development of Active Play Leaders and and support them to develop the confidence and skills to lead out on community play programmes.

- To develop play initiatives which support inclusion, diversity and community cohesion and a form of community engagement.
- Develop strong working relationships with relevant communities, support partners and Active Play Leaders
- Provide written and oral reports to the line manager, relevant steering groups, and Board, on progress and issues of relevance for the project.
- Carry out administrative duties as required

Post Details:

Contract Duration:	This role is offered on a Specified Purpose Contract for maternity leave (4-day week – 80% Whole Time Equivalent), effective from 6th Feb 2024.
Hours	This Officer will work 28 hours per week from 9.00 am. to 5.00 pm [with the 4 days to be agreed with the Co-ordinator and undertaken usually during the period Monday to Friday] Flexibility of hours will be required for evening and/or weekend work to accommodate the service needs, for which Time Off In-Lieu can be taken.
Annual Leave	Leave entitlement applies on the pro rata basis
Job Location	Office based on Pearse Road, Letterkenny, Co Donegal
Reporting to	Co-ordinator/CEO
Salary & Travel	The salary is pro rata on point one of the Grade IV public sector scale, Travel expenses will be reimbursed where appropriate.
Closing date	Closing Date for receipt of applications: Wednesday 17 January 2024 Start Date for job role: Tuesday 6 February 2024
Interviews	Those selected will be invited to attend for interview - Interviews to take place week of 22 January 2024
Application	Please forward A4 Cover Letter outlining your suitability for the role, together with Curriculum Vitae by email to: myles@activedonegal.com or by post to: Myles Sweeney, Donegal Sports Partnership, Riverfront House, Pearse Rd, Letterkenny, Co. Donegal Eircode: F92 T68V.

Candidates must demonstrate in their application that they possess the essential elements applicable in the person specification. Donegal Sports Partnership will then decide to interview only those applicants who appear from the information available to be the most suitable, in terms of experience, qualifications and other requirements of the post.

Community Active Play Officer - Role Requirements

Essential

- **Skills/Experience** - A recognised and relevant Third Level qualification and/or relevant experience of the community sector and the sports/recreation environment and of motivating those sectors with lower participation levels to become involved.
- **Project Management** - Relevant experience in project management, planning, coordinating and delivering sustainable sporting and recreational programmes
- **Communication Skills** - Ability to consult, communicate and network appropriately and effectively with all sectors of the community. Excellent presentation and facilitation skills.
- **Funding and Budgeting** - Ability to prepare, monitor and manage budgets and to prepare funding applications.
- **Time Management** - Ability to manage time effectively with competing priorities
- **IT/Administration** - Strong IT, administrative and organisational skills.
- **Relationship Building** - A constructive, positive and progressive attitude to working as part of the team and an ability to develop partnerships with the wider community.

Desirable

- Experience working as part of a project team
- Working knowledge of research methodology
- Coaching qualification/experience in leading community sport

Other Requirements

- Garda Vetting Clearance
- Full, clean driving licence and use of personal transport for work
- Ability and commitment to work evenings and weekends as required
- Willingness and ability to travel
- Commitment to ongoing training and development

Note:

Short-listing of candidates may apply. The post is subject to Garda Vetting.

Donegal Sports Partnership is an Equal Opportunities Employer.

Interviews for those shortlisted will take place on week of January 22 2024

It is intended that interviews will take place in person