

## **Candidate Information Booklet**

### **Sports Programme Manager (Grade VI) (3 year contract)**

**Closing Date:**

**5.00 pm Thursday 2<sup>nd</sup> May, 2024**

**Wexford County Council is committed to a policy of equal opportunity.**

This competition is being managed by:

*Stephanie Furlong*  
*Staff Officer*  
*HR Section*  
*Wexford County Council*  
*053 919 6378*  
*E: [recruitment@wexfordcoco.ie](mailto:recruitment@wexfordcoco.ie)*

## **OVERVIEW**

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 Local Sports Partnership sits within the structure of Wexford County Council and the Sports Programme Manager will be an employee of Wexford County Council for the duration of the contract.

The role of the Sports Programme Manager, which is funded by Sport Ireland, will play a central role in the delivery of Sport Ireland's Strategy 2023 to 2028 and the Local Sport Partnerships Statement of ambition.

## **ESSENTIAL REQUIREMENTS FOR THE POST**

### **1. CHARACTER:**

Candidates shall be of good character and references shall be sought.

### **2. HEALTH:**

Each candidate must be in a state of health such as would indicate a reasonable prospect of ability to render an efficient service.

### **3. EDUCATION, TRAINING AND EXPERIENCE ETC.:**

Each candidate must, on the latest date for receipt of completed Application forms:

- (i) Hold a relevant third level degree in any of the following areas Sport and Recreation, Health, Exercise Science, Physical Activity, Diversity and Inclusion, Community Development or related field

**or**

have 5 years' relevant experience and

- (ii) Have **3 years' relevant experience** (experience of project management and/or people management and experience of community and voluntary sector) and
- (iii) Hold a **current** clean full driving licence (minimum Class B) and have access to a car at all times for use in their work, details of which must be entered on the application form.

## **Desirable Requirements**

It is desirable that each candidate shall have: -

- Experience in the areas of education, social or community development or working in the community sector in a developmental and supportive capacity either in a paid or voluntary capacity
- A good understanding of programme monitoring and evaluation
- Experience of working in a project team

#### **4. 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.

#### **GARDA VETTING**

The successful candidate will be required to co-operate with a Garda vetting procedure and must have Garda clearance.

## **PERSON PROFILE**

### **DUTIES OF THE POST**

The duties of the post shall be to give to the local authority under the direction and supervision of its appropriate employee, such services of an executive, supervisory and advisory nature as are required for the exercise and performance of any of its powers and duties and shall include the duty of deputising for other employees of the local authority, when required, and such duties as may be required in relation to the area of any other local authority.

The following is a non-exhaustive list of the primary duties of the Sports Programme Manager. The appointed person will: -

#### **Strategy & Governance**

- Assist with the development, delivery and reporting of the Local Sports Partnership's (LSP) Strategy & Annual Operation Plan
- Provide direct support to the Coordinator and the LSP team to achieve a coordinated approach to the development of sport and physical activity throughout the community and for agreed target groups.
- Coordinate and manage reviews of the annual operational plan reporting on the effectiveness and impact of work areas.

#### **Management & Programming**

- Manage and coordinate the work activities of direct reports to achieve the goals and objectives of the LSP.
- Be responsible for leading staff, monitoring performance and identifying training and development needs.
- Plan and manage the work activities of work placement students, volunteers, coaches and tutors.
- Create and implement a comprehensive range of physical activity programmes and events for relevant target groups with a view to creating sustainable participation.
- Support the coordinator in implementing accurate and efficient reporting structures
- Manage and be responsible for programme budgets ensuring timelines and reporting structures are met and budgets adhered to.

#### **Research/Evaluation**

- Manage the implementation of a monitoring and evaluation framework for all projects, programmes and initiatives.
- Conduct research of participation in sport and physical activity in the community including, where relevant, needs analysis to identify suitable support to increase participation in sport and physical activity in the community and target groups.

- Prepare reports as appropriate relating to existing and proposed initiatives and present timely and relevant information and advice to the coordinator.

### **Partnerships and Communication**

- Develop relationships with appropriate partner organisations and local community groups to create links and encourage collaboration between partners.
- Work in partnership with stakeholders to share knowledge and information relevant to target groups in the community to identify the needs and demand for new activities.
- Support and guide clubs and communities with various issues as they arise.

The Sports Programme Manager will also undertake any other relevant and related duties that may be required from time to time.

### **Candidates must also have: -**

- An awareness of the importance and value of participation in sport / active recreation
- A constructive, positive and progressive attitude to working as part of the LSP team
- Be motivated and committed to sports development and increasing opportunities for participation, in particular among hard-to-reach groups in local communities.
- A commitment to on-going training and development.
- A self-motivated approach to work

### **Candidates are required to demonstrate the following: -**

- Strong IT, administrative and organisational skills
- Ability to monitor and evaluate work and write reports.
- Excellent communications, presentation and facilitation skills
- Ability to advise, inform, motivate and support individuals and organisations.
- Ability to prepare, monitor and manage budgets and to prepare funding applications.
- Capacity to lead, organise and motivate staff.
- Experience in managing staff performance, address issues, identifies staff learning and training needs

### **Desirables: -**

- Knowledge of the sport and physical activity sector and policies
- Understanding of research and evaluation methods
- Understanding of the public sector and local government environment

## **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:

<b>Management and Change</b>	<p>Contributes to the development of policies in own area and is effective in translating corporate policies and strategies of Wexford County Council into operational plans and outputs;</p> <p>Embeds good governance practices into day to day activities, practices and processes;</p> <p>Establishes, develops and maintains positive and productive professional working relationships;</p> <p>Effectively manages change, fosters a culture of creativity in employees and overcomes resistance to change;</p>
<b>Delivering Results</b>	<p>Acts decisively and makes timely, informed and effective decisions and displays good judgement and balance in making decisions or recommendations;</p> <p>Maintains a strong focus on meeting the needs of customers at all times;</p> <p>Allocates resources effectively to deliver on operational plans;</p> <p>Ensures all outputs are delivered to a high standard and in an efficient manner;</p> <p>Ensures compliance with legislation, regulation and procedures;</p>
<b>Performance through People</b>	<p>Leads by example to motivate staff in the delivery of high quality outcomes and customer service;</p> <p>Addresses any performance issues in a timely, appropriate and constructive manner;</p> <p>Ability to foster and maintain productive working relationships within the organisation and with relevant stakeholders externally;</p> <p>Has excellent written and verbal skills;</p>

<p><b>Personal Effectiveness</b></p>	<p>Develops the expertise necessary to carry out the role to a high standard and shares this with others;</p> <p>Manages time and workloads effectively;</p> <p>Takes initiative and seeks opportunities to exceed goals.</p> <p>Is proactive in keeping up to date on issues and key developments that may impact on their Department or Local Government;</p>
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**SELECTION PROCESS:**

Applications will only be accepted on the official Wexford County Council application form as advertised with the post.

Application forms must be typed and as fully complete as possible.

Closing date: **5.00pm Thursday, 2<sup>nd</sup> May, 2024.**

Applications will only be accepted by email to: [recruitment@wexfordcoco.ie](mailto:recruitment@wexfordcoco.ie)

**The selection process may include any or all of the following:**

- The number of persons seeking admission to a competition generally exceeds that required to fill the available posts and while candidates may meet eligibility it is not practical to interview everyone. In those cases, the Local Authority may employ a shortlisting procedure. The number of candidates to be invited for interview shall be determined by the local authority. The shortlisting will be carried out by or on behalf of the Local Authority against criteria specified for the position and only on the basis of the information contained in the candidates application form;
- Completion of an online questionnaire or any other tests or exercises deemed appropriate by the Local Authority;
- A competitive preliminary and / or final interview, conducted by or on behalf of the Local Authority, this may include interviews being held remotely;
- The Local Authority may create a panel from which future vacancies at the specified grade may be filled.

Any attempt by a candidate, or by any person(s) acting at the candidate’s instigation, directly or indirectly, by means of written communication or otherwise to influence in the candidate’s favour, any member of the staff of the County Council or person nominated by the County Council to interview or examine applicants, will automatically disqualify the candidate from the position being sought.

Wexford County Council will not be responsible for any expense a candidate may incur in attending for interview.

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 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.

**You will receive an acknowledgement receipt of your email application. Should you not receive an acknowledgement, please email [recruitment@wexfordcoco.ie](mailto:recruitment@wexfordcoco.ie)**

## **CONDITIONS OF SERVICE**

### **1. Tenure:**

The post is temporary, whole-time and pensionable.

Persons who become pensionable employees of a Local Authority who are liable to pay the Class A rate of PRSI contribution will be required in respect of their superannuation to contribute to the Local Authority at the rate of 1.5% of their 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).

All persons who become pensionable employees of a Local Authority will 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 their 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) in accordance with the terms of the Scheme.

For new entrants under the **Single Public Service Pension Scheme** effective from 01/01/2013, superannuation contributions are 3.5% of net pensionable remuneration and 3% of pensionable remuneration.

### **1. Probation:**

Where a person who is not already a permanent employee of Wexford County Council is appointed, the following provisions shall apply:-

- (a)** there shall be a period after such appointment takes effect during which such person shall hold such employment on probation;
- (b)** such period shall be 6 months, but the Chief Executive may, at his discretion, extend such period;
- (c)** such person shall cease to hold such employment at the end of the period of probation, unless during such period the Chief Executive has certified that the service of such person is satisfactory.



**2. Salary:**

The salary shall be fully inclusive and shall be as determined from time to time. Holders of the post shall pay to the local authority any fees or other monies (other than their inclusive salary) payable to or received by them by virtue of their employment or in respect of services which they are required by or under any enactment to perform. An allowance may also be payable in respect of travel expenses and subsistence.

**SALARY: €53,345 - €65,172 (LSI 2) per annum.**

Entry point to this scale will be determined in accordance with Circulars issued by the Department of Environment, Community and Local Government. Appointees who are not existing public servants will enter at the minimum point of the scale.

**3. Health:**

For the purpose of satisfying the requirement as to health, it will be necessary for successful candidates, before they are appointed, to undergo, at their own expense, a medical examination by a qualified medical practitioner to be nominated by the local authority. On taking up appointment the expense of the medical examination will be refunded to candidates.

**4. Retirement/Superannuation:**

Single Public Service Pension Scheme:

Effective from 1st January 2013, *The Single Public Service Scheme* applies to all first-time new entrants to the public service, as well as to former public servants returning to the public service after a break of more than 26 weeks.

All new entrants to pensionable public service employment on or after 1 January 2013 are, in general, members of the Single Scheme.

Pension Age: Minimum pension age of 66 years (rising to 67 and 68 in line with State Pension age changes). Scheme Members must retire at the age of 70 years.

New entrants to the public service appointed on or after 1<sup>st</sup> April, 2004.

Retirement Age will be determined by the terms of the Public Service Superannuation (Miscellaneous Provisions) Act, 2004. The Act introduces new retirement provisions for new entrants to the public service appointed on or after 1<sup>st</sup> April, 2004. For new entrants there is no compulsory retirement age and 65 is the earliest age at which retirement benefits can be paid.

In all other cases, 60 years is the minimum retirement age, with 65 years being the maximum retirement age.

**5. Residence:**

Holders of the post shall reside in the district in which their duties are to be performed or within a reasonable distance thereof.

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## **Additional Relevant Information**

- An applicant who is found to be ineligible at any stage of the competition will not be further considered. Provision of inaccurate, untrue or misleading information will lead to disqualification from the competition, withdrawal of employment offer or dismissal.
- A candidate who does not attend for interview when and where required by the council, or who does not, when requested, furnish such evidence as the council requires in regard to any matter relevant to their candidature, will have no further claim to consideration.
- An invitation to attend for interview is not regarded as an admission that you possess the prescribed qualifications and/or requirements for this post. Documentary proof will be required before appointment where you claim credit for particular qualification, experience, etc.
- Information provided by the candidate in the application form will be used for the purpose of this competition only. By applying for the post, the applicant is consenting to their information being used for this purpose.
- **General Data Protection regulation (GDPR)**  
The General Data Protection Regulation (GDPR) came into force on the 25<sup>th</sup> May 2018, replacing the existing data protection framework under the EU Data Protection Directive. When you submit an application for a competition, we create a computer record in your name. Information submitted as part of your application is used in processing your application. where the services of a third party are used in processing your application, it may be required to provide them with information, however all necessary precautions will be taken to ensure the security of your data.
- **Former Public Service Employees**  
Candidates should note that anyone who has taken part in public service early retirement schemes set out below is not eligible to take part in this competition.

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

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in the Department of Finance Circular 12/09 that retirees, under that scheme, are debarred from applying for another position in the same employment in 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<sup>st</sup> November 2010 introduces 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 funds.

The same prohibition on re-employment applies under the VRS, except that the prohibition is for a period of 7 years, after which time any re-employment will require the approval of the Minister for Public Expenditure and Reform. People who availed of either of these schemes are not eligible to compete in this competition.

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

The Department of Public Expenditure and Reform letter dated 28<sup>th</sup> June 2012 to Personnel Officers introduces, with effect from 1<sup>st</sup> 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 condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the public services by any public service body (as defined by the Financial Emergency Measures in the Public Interest Act 2009-2011) for a period of 2 years from termination of the employment. Thereafter the consent of the Minister for Public Expenditure and Reform will be required prior to re-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) and the Minister's consent will have to be secured prior to employment by any public service body.

- **Declaration**

Applicants will be required to declare whether they have previously availed of a public service scheme of early retirement. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment.

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

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