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**KERRY COUNTY COUNCIL**

**COMHAIRLE CONTAE CHIARRAÍ**

**Kerry Recreation & Sports Partnership**

**Sports Co Ordinator**

**Páirtíocht Spóirt & Áineasa Chiarraí**

**Comh Ordaitheoir Spóirt**

**Contract Position**

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| **Kerry County Council** |

County Kerry has a population of approximately 147,000 people in an area covering 4,700 square kilometres and Kerry County Council is responsible for the delivery of the full range of local government services. Kerry County Council seeks to enhance the county’s attraction as a place in which to invest, work, and live, and takes the lead role in shaping the strategic vision of the county. It provides a diverse, multi-layered and evolving range of services to both citizens and visitors to County Kerry, which include the provision of housing, planning, development, environmental, roads and traffic, leisure and community services. It also has an enhanced role in leading out economic and community development in the County. The Council works in partnership with other state, public and private bodies in the delivery of critical infrastructure and shared services.

The 2021 annual revenue budget for the local authority is approximately €168 million. The Council also continues to invest in the infrastructure of the county and through its Capital Investment Programme and capital expenditure in the region of €150 million is proposed for 2021.

Kerry County Council has an elected body comprising of thirty-three Councillors and employs a workforce in excess of 1300 employees, currently covering 5 Municipal Districts – Tralee, Killarney, Listowel, Kenmare and Castleisland - Corca Dhuibhne.

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| **Kerry Recreation & Sports Partnership** |

Kerry Recreation & Sports Partnership (KRSP) plays a lead role in the co-ordination, development, and delivery of sport and physical activity opportunities for the communities of Kerry under a strategic plan and year on tear operational plans. KRSP fulfils its functions under the three pillars of Information, Education, and Participation.

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| **The Position** |

The appointee will work in a dynamic and progressive local authority which provides a multiplicity of services as outlined above to the inhabitants of County Kerry and the significant numbers of visitors to the County.

**Appointments:** A panel may be formed on the basis of interviews, from which offers of employment may be made.

**Salary:** €51,340 - €66,743 - with annual increments payable subject to satisfactory overall performance, attendance, etc.

Offers of appointment to persons who are not serving local authority employees will be based on the minimum of this scale. Where the person being appointed is a serving local authority employee, normal starting pay rules will apply.

**Annual Leave:** 30 days per annum

**Hours of Work:** While the normal working week will constitute 37 hours, the appointee will be required to work the hours directed by the Chief Executive of Kerry County Council, which will include hours outside of the normal working day associated with the responsibilities and requirements of the post.

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| **The Person** |

The ideal candidate should have satisfactory experience of working with multi-disciplined teams and have a good working knowledge, or demonstrate an ability to acquire a good working knowledge, of the legal, regulatory and governance framework within which Kerry County Council operates and adheres to corporate policies, protocols and procedures.

**Character:**

**Each candidate must be of good character.**

**Health:**

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

**Education/ experience, etc.:**

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

1. have a good general standard of education, and
2. have proven and relevant experience in administrative procedures including practical experience in work of an administrative nature, office organisation, and control of staff
3. hold a full driving licence, EU Model for Class B Vehicles

The ideal candidate will also:-

* have a relevant 3rd level qualification Sports Development/Health Promotion/Recreation & Leisure Management
* have a minimum of 3 years relevant management experience
* have a sound understanding of the sports development process
* have strong planning and organisational skills
* have research skills relevant to strategic sports development
* have experience of strategic planning and marketing
* have excellent communication, interpersonal and leadership skills
* have experience of budgetary management and control
* have a good working knowledge of local, regional, and national sports structures
* have a knowledge of physical activity promotion programmes and methods
* have experience of working with voluntary and/or statutory bodies

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| **Duties & Responsibilities** |

The Sports Co Ordinator will be responsible co-ordinating the activities of the KRSP and the individual partner contributions to ensure the promotion and development of sport t County level. S/he will also be responsible for managing the day-to-day operations and future direction of KRSP along with record management and financial control. The role will also include strategic planning and marketing.

Specific duties may include, but are not be limited to:-

* leading the implementation of policy and strategic objectives of KRSP in collaboration with the relevant Local Authority business units and relevant stakeholders
* managing relationships with Sport Ireland, National Governing Bodies of Sport, and other key agencies to ensure that sports development work is co-ordinated at county level and that local strategies reflect and support national policy
* leading development of an inclusive and diverse local sports culture with sustainable community governance structures
* leading and managing a team from diverse backgrounds, expertise, and experience to deliver on the objectives of the sports partnership strategy and operational plans
* evaluating the sports partnership’s strategic plan and preparing a new strategic plan as required in consultation with the Board of the sports partnership and relevant strategic stakeholders
* managing strategic relationships with other business units of Kerry County Council to ensure best utilisation of resources in the development of sport and physical activity
* developing and implementing evidence informed innovative solutions tailored to the unique challenges and opportunities of the county of Kerry to increase sports participation and physical activity
* developing and implementing an annual budget and operational plan for KRSP
* implementing, monitoring, and evaluating systems to measure and report on the reach and impact of the work of KRSP
* managing the development of promotional campaigns to increase awareness of sports opportunities for all and to highlight the work of KRSP
* supporting the development of the Partnership Board to reach its potential setting out and achieving the strategic objectives of KRSP
* identifying and applying for sources of funding from a variety of public and private stakeholders to further the strategic objectives of KRSP
* advocating on behalf of the sports sector and providing expertise, insight, and support to Kerry County Council in the development of a Local Sports Plan
* acting a secretary to the board of KRSP

In addition, appointees will be required to :-

* comply with Health and Safety legislation at all times
* ensure an efficient and effective response to all stakeholders
* participate in corporate activities and responsibilities appropriate to their grade
* undertake any other duties of a similar level and responsibility as may be required, or assigned, from time to time
* deputise for other employees of a higher grade as required

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| **Format of the Competition** |

Following the closing date for receipt of completed application forms, Kerry County Council will examine all applications having regard to the requirements as set out above.

Should a candidate’s application be deemed valid they will be considered for interview.

Depending on the number of applications received, shortlisting may apply based on information supplied on the application form and having regard to experience indicating suitability for the role Sport Co Ordinator.

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| **Interview** |

Candidates invited to participate in the interview process will be expected to demonstrate the following knowledge, skills, and experience: -

* **Understanding of the role of Sports Co Ordinator**
* **Judgement and Decision Making**

Candidates should have the ability to pinpoint critical information, address issues logically, and understand the context and impact of decisions made. They should have the capacity to act decisively when dealing with complex information and multiple stakeholders. They should also be able to evaluate current work practices to identify changes that could be made to help them run more efficiently.

* **Interpersonal and Communication Skills**

Candidates will be required to demonstrate that they show respect and maintain composure when dealing with customers and work colleagues. They will also need to show an ability to be assertive and communicate in a clear and confident manner and actively listen and deal with information in a constructive manner.

* **Delivery of Results**

Candidates must demonstrate proven experience of delivering results on time and to a high standard through an ability to plan and prioritise work schedules to ensure the efficient use of all resources available and delivering on objectives even with multiple or conflicting demands. They should also be able to show that they take responsibility for their own work and for ensuring the productive input of their team(s).

* **Knowledge and understanding of the functions of Local Government**
* **A strong customer service ethos**

Candidates will be assessed and marked on the basis how they demonstrate their knowledge, skills, and experience at interview.

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| **General Information** |

Kerry County Council will not be responsible for any expense, including travelling expenses, which candidates may incur in connection with their candidature. Candidates will be asked for details of any special requirements which they may have in attending for interview.

Candidates invited to attend for interview may be asked, at any stage of the recruitment process, to supply further documentation in relation to their academic qualifications, employment history, etc.

Any offer of employment will be subject to verification of information provided on the application form, pre-employment medical examination, reference checks, and Garda vetting if appropriate.

Appointees will be required to undertake travel as required in line with their duties, and in that regard must hold a full driving licence, EU Model for Class B Vehicles.

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 result in disqualification from the competition, withdrawal of employment offered, or dismissal. Any attempt by a candidate himself or herself or by any person(s) acting at the candidate’s instigation, directly or indirectly, by means of written communication or otherwise, to canvass or otherwise influence in the candidate’s favour, any member of the staff of Kerry County Council or person nominated by Kerry County Council to interview or examine applicants, will automatically disqualify the candidate for the position being sought.

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| **Closing Date** |

The Application Form is available on Kerry County Council’s website at [www.kerrycoco.ie](http://www.kerrycoco.ie)

Please be advised that only typed applications received by email and on the official application form will be accepted – appended CVs will not be considered under any circumstances.

Emails, with attached Application Forms should be addressed to recruitment@kerrycoco.ie and must be received before **5.00pm on Thursday, 25 November 2021.**

Please ensure that **Sports Co Ordinator** is referenced in the subject line of the email.

All applications will be acknowledged by email after the closing date has passed. Applicants who do not receive an acknowledgement within **SEVEN DAYS** of the closing date, should contact the Human Resources Department.

**Responsibility for ensuring that applications are received on time rests with the applicant.**

##### KERRY COUNTY COUNCIL IS AN EQUAL OPPORTUNITIES EMPLOYER

**IS FOSTAITHEOIR COMHDHEISEANNA Í CHOMHAIRLE CONTAE CHIARRAÍ**