**MAYO COUNTY COUNCIL**

**SENIOR SPORTS OFFICER**

**3 Year Fixed Term Contract**

**INFORMATION BOOKLET**

**Closing Date not later than**

**4.00p.m on Thursday 12th December 2024**





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# TABLE OF CONTENTS

[TABLE OF CONTENTS 2](#_Toc183177722)

[MAYO COUNTY COUNCIL - THE ORGANISATION 3](#_Toc183177723)

[SENIOR SPORTS OFFICER 4](#_Toc183177724)

[THE ROLE 4](#_Toc183177725)

[SENIOR SPORTS OFFICER - QUALIFICATIONS 5](#_Toc183177726)

[**1.** **CHARACTER:** 5](#_Toc183177727)

[**2.** **HEALTH:** 5](#_Toc183177728)

[**3.** **EDUCATION, TRAINING, EXPERIENCE, ETC:** 5](#_Toc183177729)

[**4.** **CITIZENSHIP** 7](#_Toc183177730)

[SENIOR SPORTS OFFICER - PARTICULARS 7](#_Toc183177731)

[**1.** **POSITION:** 7](#_Toc183177732)

[**2.** **SALARY:** 7](#_Toc183177733)

[**3.** **DUTIES:** 8](#_Toc183177734)

[**4.** **COMPETENCIES:** 9](#_Toc183177735)

[**5.** **RESIDENCE:** 10](#_Toc183177736)

[**6.** **ANNUAL LEAVE:** 10](#_Toc183177737)

[**7.** **TRAVEL:** 10](#_Toc183177738)

[**8.** **SHORTLISTING:** 10](#_Toc183177739)

[9. **APPOINTMENT:** 11](#_Toc183177740)

[**10.** **REFERENCES/DOCUMENTARY EVIDENCE:** 11](#_Toc183177741)

[**11.** **SUPERANNUATION:** 11](#_Toc183177742)

[**12.** **RETIREMENT AGE:** 12](#_Toc183177743)

[**13.** **BASE:** 12](#_Toc183177744)

[**14.** **REQUIREMENT TO DRIVE:** 13](#_Toc183177745)

[**15.** **PROBATION:** 13](#_Toc183177746)

[**16.** **MEDICALS:** 13](#_Toc183177747)

[**17.** **GARDA VETTING:** 13](#_Toc183177748)

[**18.** **CANVASSING WILL DISQUALIFY:** 13](#_Toc183177749)

[**19.** **GENERAL DATA PROTECTION REGULATION:** 14](#_Toc183177750)

# MAYO COUNTY COUNCIL - THE ORGANISATION

Mayo County Council is at the heart of the local community and is the key driver of economic and social development in Mayo.

As the democratic leader of the County, we represent the people while delivering vital public services to a population of over 130,000 citizens in the areas of housing, roads transportation, planning, environment, economic and community development, tourism, libraries, fire and emergency response, parks, amenities, heritage, and the arts.

With over 1,200 employees, we offer a wide range of excellent career opportunities for candidates with an interest and passion for working in the public service, both from our headquarters in Castlebar and various district/area offices throughout the County.

**Our Mission**

To promote the well-being and quality of life of our citizens and communities in Mayo and to enhance the attractiveness of the County as a place in which to live, work, visit, invest in and enjoy.

**Our Vision**

A County that is Sustainable, Inclusive, Prosperous and Proud.

**Our Approach**

To continue to develop a team with the required culture, leadership, skills, drive and understanding to deliver key projects and programs.

* We aim to be citizen centred, reduce bureaucracy, and be responsive to competing needs.
* We build stable communities using an integrated approach to the development and implementation of Physical, Social and Economic Policies.
* Our policies are informed through meaningful engagement.

# SENIOR SPORTS OFFICER

# THE ROLE

#

Mayo County Council is inviting applications from suitably qualified persons for the above competition.

Mayo Local Sports Partnership (MLSP) supported by Sport Ireland has secured funding for the recruitment of an ESF+ Social Innovation in Sport Officer. The Senior Sports Officer will report to the Coordinator of Mayo Sports Partnership or other officer designated by the Director of Services or the Chief Executive.

**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 Senior Sports 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 Senior Sports Officer 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 Senior Sports Officer will work in collaboration with key local and national stakeholders to support the implementation of this policy.

**Job Purpose**

The Senior Sports officer will support the delivery of Sport Ireland’s *Diversity & Social Inclusion Innovation Programme for Sport*. 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.

# SENIOR SPORTS OFFICER - QUALIFICATIONS

##

## **CHARACTER:**

Candidates shall be of good character.

## **HEALTH:**

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

## **EDUCATION, TRAINING, EXPERIENCE, ETC:**

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

1. Level 8 qualification in any of the following areas –

Health, Exercise Science, Physical Activity, Diversity and Inclusion, Social Justice, Community Development, Education or related field.\*

**AND**

 A minimum of 2 years’ relevant experience working with the target group mentioned and stakeholder engagement.

**OR**

1. a minimum of 5 years’ relevant experience working with target groups mentioned and stakeholder engagement.

\*Non-Irish Qualifications must be accompanied by a determination from Quality and Qualifications Ireland (QQI) to establish their comparability against the Irish National Framework of Qualifications, overseas qualifications must also be accompanied by a translation document.

**Candidates must also:**

* Possess excellent communication skills (written and verbal) and interpersonal skills.
* Possess a proficiency in MS Office (Word, Excel, PowerPoint and Outlook).
* Possess good organisational and time management skills.
* Have an understanding of research and evaluation methods and an appreciation of research integrity and the ethical issues of carrying out research with target populations.
* Demonstrate a commitment to life-long learning.
* Be prepared to work evenings & weekends when required.
* Have an ability to travel efficiently between sites.

**Desirable:**

* 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.
* An in-depth knowledge and understanding of the lived experience of two or more target groups.
* Knowledge of the sport and physical activity sector and policies

**Diversity and 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.

## **CITIZENSHIP**

 Candidates must, by the date of any job offer, be:

1. A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or
2. A citizen of the United Kingdom (UK); or
3. A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
4. 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
5. 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
6. 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.

# SENIOR SPORTS OFFICER - PARTICULARS

## **POSITION:**

The initial post is a 3-year fixed term contract. A panel will be formed from qualified candidates from which temporary or permanent appointments may be made. The role may involve flexible working hours and may include evening and weekend work.

## **SALARY:**

The salary shall be fully inclusive and shall be as determined from time to time. 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.

**SALARY SCALE:**

€50,206, €51,705, €53,236, €54,799, €56,374, €58,209 (after 3 years satisfactory service at maximum) €60,051 (after 6 years satisfactory service at maximum).

The starting pay for new entrants will be at the minimum of the scale and the rate of remuneration may be adjusted from time to time in line with Government pay policy.

## **DUTIES:**

The duties of the post are to give to the local authority, and

1. such other local authorities or bodies for which the Chief Executive, for the purposes of the Local Government Acts 2001 and 2014, is Chief Executive, and
2. to any other local authority or body with which an agreement has been made by the local authority, or by any of the authorities or bodies mentioned in subparagraph (a) of this paragraph under the general direction and supervision of the Chief Executive or such other employee as the Chief Executive may from time to time determine, such appropriate services of an executive, administrative or management nature as may be required by any local authority or body hereinbefore mentioned in the exercise and performance of any of its powers, functions and duties to exercise such powers, functions and duties as may be delegated to him / her by the Chief Executive from time to time, including the duty of servicing all committees that may be established by any such local authority or body. The post holder will, if required, act for an employee of a higher level if qualified to do so.

**The following are among the principal duties envisaged.**

1. Lead the design, planning and delivery of the Diversity & Social Inclusion Innovation Programme for Sport at a local level with a focus on building skills and confidence to foster social inclusion and engage with and maintain sport participation independently.
2. 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.
3. 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.
4. Monitoring Impact on programmes and supporting the sharing of information and replication of programmes in other Local Sports Partnerships.
5. Provide timely, standardised data and reporting on activity and outcomes on the programmes.
6. Collaborate with Sport Ireland to support the successful delivery of this project.
7. Develop and support strong working relationships with other Local Sports Partnerships and other outside agencies and relevant stakeholders.
8. Participate in regular supervision, appraisal and education as identified.
9. Undertake any other relevant and related duties that may be required.

## **COMPETENCIES:**

Candidates for the post must demonstrate that they have competency and skills in the following areas. Application forms should include **two practical examples** which demonstrates these competencies. Interviews will be competency based and marks will be awarded under these skills sets.

|  |  |
| --- | --- |
| **Delivering Results:** | * 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.
 |
| **Leading, Motivating & Managing Performance** | * 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.
 |
| **Personal Effectiveness:****Personal Motivation and Initiative**  | * Take initiative and seeks opportunity to exceed goals.
* Manage time and workload effectively.
* Maintain a positive, constructive, and enthusiastic attitude to the role.
* Effective team player in the context of a multidisciplinary team.
* Ability to work under pressure.
 |

**Candidates will also be assessed at interview on the basis of how they demonstrate their Relevant Knowledge and Experience.**

|  |  |
| --- | --- |
| **Specialist Knowledge, Expertise & Experience:** | * Knowledge and understanding of the role of Senior Sport Officer.
* Understands the structures and environment within which the local authority sector operates and the role of the Sports Officer in this context.
* Range & depth of experience relevant to post.
* Specialist Knowledge, expertise in previous & current working environment.
* Understanding of local government legislation, local government policy.
* A clear understanding of Health and Safety Policy and Procedures.
 |

## **RESIDENCE:**

Holders of the position shall reside in the district in which his/her duties are to be performed or within a reasonable distance thereof.

## **ANNUAL LEAVE:**

Annual leave entitlement is **30** days per year.

## **TRAVEL:**

Mayo County Council reserves the right to provide a vehicle to enable you to carry out your duties. The provision of a vehicle will be at the discretion of the Chief Executive.

## **SHORTLISTING:**

Normally the number of applications received for a position exceeds that required to fill existing and future vacancies to the position. While candidates 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, Mayo County Council may decide that a number only will be called to interview. A shortlisting process will apply whereby a group of applicants will be selected for interview who, based on an examination of the documents provided by each applicant, appear to be the most suitable for 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 are, prima facie, better qualified and/or have more relevant experience.

 In the event of a shortlisting exercise being employed, The shortlisting process can take the form of:-

* Shortlisting of candidates on the basis of information contained in their application form (It is therefore in the interests of each candidate to provide a detailed and accurate account of his/her qualifications/ experience on the application form).
* Other written, oral or practical tests appropriate to the position.
* Preliminary interviews to reduce the number of candidates to a more manageable number for the final Interview Board ***or***
* Preliminary interviews to determine qualified candidates, after which a selected number of the qualified candidates are called back for final interview.

## **APPOINTMENT:**

Candidates whose names are on a panel and who satisfy the Local Authority that they possess the qualifications declared for the position and that they are otherwise suitable for employment may within the life of the panel be employed as relevant vacancies arise. The life of the panel will be one year from the date of its establishment.

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.

## **REFERENCES/DOCUMENTARY EVIDENCE:**

Each candidate will be required to submit as references the names and addresses of two responsible persons to whom they are well known but not related. Candidates will be required to submit documentary evidence to the Local Authority in support of their application.

## **SUPERANNUATION:**

As an employee of Mayo County Council, you will be assessed in terms of which Pension Scheme is applicable to you. You will become a member and contribute to the relevant scheme as outlined below:

1. Persons who become pensionable employees of a local authority under the Single Public Service Pension Scheme will be required in respect of their superannuation to contribute 3.5% of net pensionable remuneration and 3% of pensionable remuneration.
2. Persons who become pensionable employees of a local authority under the Local Government (superannuation) (consolidation) scheme, 1998 and who are liable to pay 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 State Pension Contributory payable at the maximum rate to a person with no adult dependant or qualified children).
3. Persons who become pensionable employees of a local authority under the Local Government (superannuation) (consolidation) scheme, 1998 and who are liable to pay 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.

Persons who become pensionable employees of a local authority under the Local Government (superannuation) (consolidation) scheme, 1998 may be required to contribute to the Dependants Pension Scheme.

In order, to qualify for a pension, they must have served a minimum of two years (24 months) employment in an approved public body.

## **RETIREMENT AGE:**

**CLASS A PRSI**

Public Service Pensions (Single Scheme and Other Provisions) Act 2012:

The compulsory retirement age for new entrants as defined by the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 is 70 years. Minimum pension age of 66 years, rising to 67 years and 68 years in line with State Pension age changes, is applicable.

Public Service Superannuation (Miscellaneous Provisions) Act, 2004:

There is no mandatory retirement age for ‘New Entrants’ (from 1st April, 2004 and before January 2013) to the Public service as defined in the Public Service Superannuation (Miscellaneous Provisions) Act, 2004. The minimum age at which a person may retire is 65. As a ‘New Entrant’ to the public service, under the terms of this legislation, new entrants will not be required to retire on grounds of age.

Anyone who is not a New Entrant to the public service, as defined in the Public Service Superannuation (miscellaneous provisions) Act 2004, who has joined before 1st April 2004, is subject to a compulsory retirement age of 70 as per CLS2/2019 but can retire from 60 years of age.

**CLASS D PRSI**

Minimum retirement age will be 60 years with compulsory retirement age of 70 years.

## **BASE:**

Assignment of base shall be at the absolute discretion of Mayo County Council.

## **REQUIREMENT TO DRIVE:**

Candidates must have access to a car and hold a current EU/Irish category B Full Driving Licence, without any endorsements.

## **PROBATION:**

Where a person who is not already a permanent employee of a Local Authority is employed, the following provisions shall apply:

1. there shall be a period after such employment takes effect during which such person shall hold such position on probation.
2. such period shall be for six months, but the Chief Executive may at his or her discretion extend such period.
3. such person will 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 person is satisfactory.
4. the period at (a) above may be terminated on giving one weeks’ notice as per the Minimum Notice and Terms of Employment Acts.
5. there may be assessment(s) during the probationary period.

## **MEDICALS:**

For the purpose, of satisfying the requirements as to health it will be necessary for successful candidates, before they are appointed, to undergo at their 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.

## **GARDA VETTING:**

Offer of employment may be subject to a Garda vetting process. Failure to pass Garda vetting will result in employment being terminated with immediate effect.

## **CANVASSING WILL DISQUALIFY:**

Any attempt by a candidate (or by any persons acting on their behalf) to canvass or other otherwise influence any officer of the Council (or persons nominated by it to interview or examine applicants) in the candidates favour either directly or indirectly, by means of written communication or otherwise, will automatically disqualify the applicant for consideration for the position.

## **GENERAL DATA PROTECTION REGULATION:**

Mayo County Council is committed to protecting your personal data and we comply with our obligations under the Data Protection Acts, 1988 – 2018, and the General Data Protection Regulation.

**Basis for Processing your Personal Information**

The basis for processing your personal data is to process your application for the position you have applied for with Mayo County Council under the Terms of the Employment (Information) Act 1994 and Human Resources Department policies and procedures.

When your application form is received, we create a computer record in your name, which contains much of the personal information you have supplied on our application form. This personal record is used solely in processing your candidature. You are entitled to obtain at any time, a copy of information about you, which is kept on record.

**Sharing of Information**

Outside of the HR recruitment team, the information provided in your application form will only be shared for progressing the competition for which you have applied for, with a designated shortlisting and/or interview board.

If, following the competition, you are deemed a qualified candidate and offered a position, the information provided in your application form will form part of your Personnel File.

Furthermore, should you be offered a position and subsequently confirm your interest in the position, the information provided on your application form will be used to request service record and employment references.

**Storage Period**

Your application will be retained for two years from the date of the competition. Applications that are not progressed to interview stage will be destroyed.

**NOTES:**

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 applicants favour any employee 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.