**MAYO COUNTY COUNCIL**

**MAYO SPORTS PARTNERSHIP**

**PROGRAMME MANAGER**

**3 YEAR FIXED TERM CONTRACT**

**INFORMATION BOOKLET**

**Closing Date not later than**

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

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# 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.

# MAYO SPORTS PARTNERSHIP

# PROGRAMME MANAGER 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 a Programme Manager. The Programme Manager will report to the Coordinator of Mayo Sports Partnership or other officer designated by the Director of Services or the Chief Executive. Their role is to support 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.

Sport Ireland (previously the Irish Sports Council) supported the establishment of Local Sports Partnerships around the country to co-ordinate and to promote the development of sport. The key aims of the Local Sports Partnerships are to increase participation in sport and to ensure that local resources are used to best effect. Sport Ireland sees these partnerships as the best mechanism for delivering recreational sport to the greatest number of people.

Sport Ireland and its network of Local Sports Partnerships (LSPs) is committed to the equal treatment of all people when it comes to their participation in sport. In addition to the Sport Ireland Statement of Strategy (2018-2022), the following national policies and plans set out the overarching framework under which sports participation is underpinned:

* The National Sports Policy 2018-2027 recognises the important contribution sport makes to Ireland and the key roles played by the National Governing Bodies of Sport (NGBs), the Local Sports Partnerships (LSPs) and the representative sporting organisations in the delivery of that contribution.
* The National Physical Activity Plan aims to increase physical activity levels across the whole population. It aims to create a society which facilitates people whether at home at work or at play to lead an active way of life.
* The National Participation Plan sets out how Sport Ireland will deliver on the ambition of both the Sport Ireland Strategy and the National Sports Policy.

## 

# PROGRAMME MANAGER 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. a relevant third level Degree\* or 5 years’ relevant experience
2. 3 years’ relevant experience
3. experience of project management and / or people management
4. experience of the community and voluntary sector

\*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:**

* 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.
* 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.
* A motivation and committment 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.

**DESIRABLE**

* 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.
* Good understanding of programme monitoring and evaluation.
* Experience of working in a project team.
* Understanding of research and evaluation methods.
* Understanding of the public sector and local government environment.

## **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.

## **POSITION:**

# PROGRAMME MANAGER - PARTICULARS

## 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:**

€55,641, €56,969, €58,586, €61,629, €63,447, €65,706 (after 3 years satisfactory service at maximum) €67,977 (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.

**Programme Manager Duties**

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

**Strategy & Governance**

* Assist with the development, delivery and reporting of the LSP’s 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.

## **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:** | * Contribute to the development of operational plans and lead the development of team plans. * Plan and prioritise work and resources effectively. * Establish high quality service and customer care standards. * Make timely, informed effective decisions and show good judgement and balance in making decision so 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 and Development** | * Understanding of the role of Programme Manager in the Local Authority. * Relevant experience to date. * Knowledge and awareness of key topical and priority issues. * Understanding of political reality / context of issues. * Understanding compliance standards, policies, procedures and legislation. * 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.