

# Active Inishowen Community Sports Hub- Sports Project Officer (P/T)

## Job Description

### Introduction

Donegal Sports Partnership (DSP) in conjunction with the Inishowen Development Partnership (IDP) have been successful in sourcing funding through Sport Ireland/ Dormant Accounts to develop an Active Community Sport and Physical Hub in Inishowen.

The Active Inishowen project will be a collaboration led by the DSP, IDP, and local community organisations to establish a dedicated walking and cycling hub. This venture will support the growth of 'participation sports' and physical activity especially for those most marginalised and disadvantaged in the area and will also seek to build the capacity for both activities through education and training across Inishowen.

Inishowen Development Partnership now wish to appoint a Part Time Development Officer (20 hours per week) to deliver on the objectives of the programme

### Main purpose of job:

The successful applicant will work as part of the Social Inclusion Team of IDP and will be required to carry out the following duties:

- Planning and coordination of a programme of activities in line with an agreed action plan with the aim of increasing participation in walking and cycling
- To provide a quality training and education programme to build capacity within the local community enabling sustainability of the programme
- Support the steering group and partners around the project aims and objectives
- Develop and maintain an efficient project administration system including general administration, database management and social media channels
- Attend and contribute to IDP Team meetings
- Work collaboratively with other organisations and networks where appropriate, both locally and nationally
- Maintain up-to-date files and records, preparing periodic reports as required
- Ability to travel regularly throughout the service delivery area
- Maintain strict confidentiality of personal information about service users and adhere to IDP policy and procedure in this regard
- Other related duties as required by the needs of the project

## Person Specification

- A third level qualification in a sport or health or community development related field **and/or** experience in the sports sector or project management field
- Experience and understanding of community development approaches and work
- Excellent planning, organisational and administrative skills as well as good written, verbal, analytical and interpersonal skills
- Highly organised, with the ability to work well under pressure and have a flexible and adaptable work approach
- Effectively work as a team member and independently, with a high-level of self-motivation and ability to set and meet goals
- Comfortable working in a busy, dynamic, multi-cultural environment
- A full current clean driving licence and access to a car is desirable
- Availability to work anti-social hours (evenings and weekends)
- A good knowledge of the relevant community sports club network in Inishowen

## Post and Application Details

**Duration of Contract:** The post will be offered initially on a fixed term contract for 12 months, subject to satisfactory completion of a 3-month probationary period.

**Location:** The project officer will report to IDP Buncrana Office but will work across the Inishowen Peninsula.

**Hours:** The post will be offered part-time (20 hours per week). Flexibility will be required as the work will include weekends and/or evenings if required.

**Remuneration:** Is aligned to IDPs Development Officer Band 1 Rate of Pay which is €32,501.67 and will be paid pro rata in line with working hours .

How to Apply: Applications only on IDP's official application form to [enquiries@inishowen.ie](mailto:enquiries@inishowen.ie) stating clearly that it relates to the '**Sports Project Officer**' position. Only those who complete the official application form will be considered for the position.

Closing date for receipt of applications: **Monday 19<sup>th</sup> February, 2024 at 4.00pm**. Shortlisting will apply. Those shortlisted will be notified by email. A panel may be formed.

*Inishowen Development Partnership is an equal opportunities employer and welcomes applications from all sections of society. The appointment is subject to normal recruitment procedures including Garda/Police Vetting*



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