



**Comhairle Contae Mhuineacháin
Monaghan County Council**

Candidate Information Booklet

Sports Inclusion Disability Officer (Grade IV)

**Closing Time and Date:
4.00pm on Friday 2nd September 2022**

Monaghan County Council is committed to a policy of equal opportunity.

POSITION OF SPORTS INCLUSION DISABILITY OFFICER

THE JOB

Salary:	Annual salary €29,546 - €47,435
Hours:	35 hours per week Normal working hours will be from 09h15 to 17h15, Monday to Friday. However, the successful candidate must be flexible, and willing to work occasional evenings and weekends
Office Location:	Sports Partnership Office, Iontas Centre, Castleblayney, Co. Monaghan A75 NF74
Reports to:	Sports Coordinator, Monaghan Sports Partnership
Duration of Employment:	2 Year specific purpose contract
Probation:	6 months

1. OVERVIEW

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. This commitment was formalised through the publication of Sport Ireland's Policy on *Participation in Sport by People with Disabilities*. This policy outlines strong guiding principles ensuring the delivery of the sector's efforts is more accountable and effective. In addition, the announcement within the National Sports Policy 2018-2027 of a national network of Sports Inclusion Disability Officers is indicative of the commitment to create greater opportunities for people with disabilities to participate in sport and physical activity.

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

Monaghan Sports Partnership has committed to providing physical activity opportunities for all people in its latest strategic plan – “More people, more active, more often 2019-2023”.

Monaghan Sports Partnership is looking to fulfill this role to work towards meeting the objectives of all relevant plans listed above.

2. JOB PURPOSE

The Sports Inclusion Disability Officer (SIDO) will work in a coordinating capacity with all relevant stakeholders to increase and sustain participation opportunities for people with disabilities (to include older adults and those with mobility difficulties) within the county and other minority populations who are excluded from participation.

3. QUALIFICATIONS AND EXPERIENCE

- Each candidate must, on the latest date for receipt of application, have a 3rd level degree qualification in sports development, leisure management, adapted physical activity, community development, health promotion or other relevant discipline, and also have;
- At least 1-year experience working in a similar role i.e. working in communities piloting and developing, project management, facilitating and delivering sport and physical activity programmes
- Inter-personal skills to involve people, schools and communities in the planning, delivery and evaluation of programmes and initiatives.
- Experience of working with people with disabilities
- Experience in programme monitoring, evaluation and reporting
- Proficiency in IT Microsoft office tools and communication technology systems.
- Excellent communication (oral and written), administration, organisational and presentation skills
- Awareness and understanding of different models of disability
- Awareness of current issues for people with a disability/older adults and the importance and value of their participation in sport/physical activity
- Ability to produce and disseminate information efficiently and accurately
- Ability and commitment to work unsociable hours
- Experience in managing budgets and preparing financial reports
- Full clean driving licence and access to own transport for travel incurred at work

Candidates must also:

- have the knowledge and ability to discharge the duties of the post concerned;
- be suitable on the grounds of character;
- be suitable in all other relevant respects for appointment to the post concerned;

Candidates, if successful, will not be appointed to the post unless they:

- agree to undertake the duties attached to the post and accept the conditions under which the duties are, or may be required to be, performed;
- are fully competent and available to undertake, and fully capable of undertaking, the duties attached to the position.

4. SPECIFIC AREA OF RESPONSIBILITY

Specific tasks of the SIDO will be determined locally having regard to the overall job purpose (as set out above) with reference to the National Sports Policy actions and the objectives of Sport Irelands Policy on the *Participation in Sport by People with Disabilities*. The following represents an indicative list from which the SIDO tasks may be drawn depending on the above factors.

- Facilitating and supporting the delivery of initiatives which will develop and expand the range of opportunities for people to fully participate in recreational, sporting and physical activity with a particular focus on people with a disability. The project officer will utilise the programme budget the Sports Partnership has secured from its lead body, Sport Ireland and other partner agencies.
- Developing School – Community – sports club links and pathways for inclusive participation
- Designing and supporting integrated participative recreational activity for both adults and children with a disability, older adults and those from ethnic minority groups
- Developing opportunities for multiple opportunities for sport and physical activity in the community – advocacy
- Day-to-day communication, organisation and administration of above areas of work
- Overseeing use of budgets and monthly income and expenditure for all funded projects
- Facilitating and promoting the implementation of training courses specific to volunteers in sport to raise awareness and capacity of inclusive physical activity
- Working in collaboration with service providers and agencies with similar population group interests

Research & Planning

- Implementing the objectives of Monaghan Sports Partnership as set out in the current strategy (2019-2023) with a view of reviewing and making recommendations on operational plans regarding the inclusion of people with a disability in sport and physical activity
- Assessing via a county audit, the levels of participation of people with a disability in sport and physical activity, taking account of socio-economic, gender, demographic and other factors
- Assessing levels of programme and service provision by relevant agencies targeted at encouraging increased quality of and participation opportunities for people with a disability in sport and physical activity
- Assessing levels of accessibility of sport and physical activity facilities for people with a disability
- Identify level of uptake of sporting opportunities created, additional members to clubs, membership of clubs created, etc.
- To provide regular analysis of the level of participation and development of sport and physical activity for people with a disability within the county.

Engagement and Support

- Create and sustain partnerships with voluntary, public and commercial sector partners that support the development and sustainability of sport and physical activity for people with a disability within the county, establishing a local disability sport and physical activity network/forum.
- Promote an inclusive philosophy both within the Local Sports Partnership and throughout the county with specific focus on encouraging and supporting sport and physical activity providers to commit to National the Sport Inclusion Disability Charter.
- Develop and sustain effective working relationships with the National Governing Bodies of Sport operating within the county to increase the range and choice of sport and physical activity opportunities for people with a disability
- Provide guidance and support to community-based organisations (clubs, leisure/fitness centres, schools, third level colleges, adventure providers etc.) to enhance their capacity to facilitate increased participation opportunities for people with a disability.
- Work with the Monaghan Sports Partnership team of officers/tutors to strategically support the creation of and further enhancement of existing clubs/sessions to provide increased opportunities for people with a disability to participate at all levels within sport and physical activity.

- Build positive relationships with all disability services providers within the county to heighten awareness of sport and physical activity opportunities for people with a disability and support disability services to adopt a culture that promotes active and healthy lifestyles for people with a disability.
- Work as part of a national network of Sports Inclusion Disability Officers that will be instrumental to shaping the delivery of sport and physical activity opportunities for people with a disability across Ireland. This will include national networking/training events, sharing information and support, and working as part of working groups tasked with contributing to the development of national resources/training.

Training & Development

- Identify the training needs across the sport and physical sector within the county specific to the participation of people with a disability in sport and physical activity.
- Develop and sustain a network of voluntary and professional personnel through collaboration with Cara (Centre for Adapted Physical Activity) in achieving a coordinated approach to the delivery of inclusive training and education workshops across the county.
- Support and promote training opportunities for people with a disability to understand the benefits of participating in sport and physical activity, enhancing their awareness of participation opportunities that exist in addition to promoting and supporting people with a disability becoming coaches, instructors, leaders in sport within the county.
- Liaise with Cara (Sport-Inclusion-Ireland) to provide recommendations for improving accessibility of sport and physical activity facilities/environments and access to services to encourage greater participation for people with a disability in sport and physical activity.

Advocacy/Communication and Promotion

- Promote and encourage the participation and involvement of people with a disability to; take up roles in sport and physical activity programmes, volunteer, coaching/instructing, committee and advisory roles.
- Inform people with a disability of these roles in sport and physical activity through targeted production and provision of information, ensuring all information is shared in appropriate accessible formats.
- Enhance the recognition and promotion of quality inclusive practice across the sport and physical activity sector in the county.
- Provide appropriate channels for people with a disability to share their experiences, challenges and needs in relation to participation in sport and physical activity.
- Support National Events or initiatives that promote inclusive sport for people with a disability
- Promote inclusive activity at mainstream national events, initiatives or campaigns

The Sports Inclusion Disability Officer will be responsible to the management of Monaghan Sport Partnership, with the officer having the advantage of benefiting from an established support structure, availing of training opportunities, sharing of expertise and resources and networking opportunities provided through engagement and support from Sport Ireland and Cara.

Each candidate must include on the application form details of all qualifications obtained by them. The invitation to attend for Interview is not to be regarded as an admission that you possess the prescribed qualifications and/or requirements for this post or are you qualified by law to hold the post. Documentary proof will be required before appointment where you claim credit for particular qualifications, experience, etc.

PARTICULARS

1. POSITION

The office is wholetime, temporary and pensionable. This is a Specific Purpose contract for a 24-month period.

The post holder shall not engage in any gainful occupation, other than as an employee of a local authority, to such an extent as to impair the performance of his or her duties as an employee of a local authority or in any occupation which might conflict with the interests of the local authority or which might be inconsistent with the discharge of his duties as a local authority employee.

2. SALARY:

The current salary scale for the position of Sports Inclusion Disability Officer is:-
€29,546, €31,530, €34,347, €36,197, €37,816, €39,381, €41,493, €43,022,
€44,574, LSI 1 €46,001, LSI 2 €47,435

Entry point to this scale will be determined in accordance with Circulars issued by the Department of Housing, Local Government and Heritage. **In accordance with Departmental Circular letter EL 02/2011, a person who is not a serving local authority employee on or after 1st January, 2011 will enter the scale at the minimum point.**

3. WORKING HOURS

The post entails a wide range of duties which require maximum flexibility and will be based on a 35 hour week. The Council reserves the right to alter the hours of work from time to time.

4. PROBATION:

Where persons who are not already permanent employees of a local authority are appointed, the following provisions shall apply;

- (a) there shall be a period after such appointments take effect during which such persons shall hold such position on probation,
- (b) such period shall be six months but the Chief Executive may at his or her discretion extend such period,
- (c) such persons shall 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 persons is satisfactory.

5. SUPERANNUATION

A person who becomes a pensionable employee of the Local Authority will be required in respect of their Superannuation to contribute to the Local Authority at the appropriate rate.

6. GARDA VETTING/CHILD PROTECTION

Successful candidates may be subject to the Garda Vetting Procedures and will be required to complete Appendix V of the County Council's Child Protection Policy.

7. HEALTH

For the purpose of satisfying the requirements as to health it will be necessary for successful candidates, before they are appointed, to undergo a medical examination by a qualified medical practitioner to be nominated by the local authority.

8. ANNUAL LEAVE

The annual leave entitlement for this post will be 30 days per annum.

Granting of annual leave, payment for annual leave and arrangement for public holidays will be governed by the provisions of the Organisation of Working Time Act, 1997.

9. RETIREMENT AGE

Retirement age will be determined on previous Public Sector Service (if any) and will be advised on appointment.

10. RECRUITMENT

- (i) Selection of candidates for appointment shall be by means of a competency based interview conducted by or on behalf of Monaghan County Council. Marks will be awarded under the following skill sets identified for the position of Sports Inclusion Disability Officer:-
- Management and Change
 - Delivering Results/Communicating Effectively
 - Performance Management and Team-Work
 - Personal Effectiveness

Candidates will also be assessed at interview on the basis of how they demonstrate their knowledge, skills and experience (see “Essential Requirements” on Information Sheet for more details).

- (ii) A panel may be formed on the basis of such interview. Candidates whose names are on a panel and who satisfy the Local Authority that they are otherwise suitable for employment may within the life of the panel be appointed as appropriate vacancies arise.
- (iii) Applicants may be short-listed on the basis of information supplied on the Application Form and supporting documentation submitted, and only candidates shortlisted will be called for interview.

11. ACCEPTANCE OF OFFER OF EMPLOYMENT

Monaghan County Council shall require persons to whom appointments are offered to take up such appointments within a period of not more than one month and if they fail to take up the appointment within such period or such longer period as the local authority in its absolute discretion may determine, Monaghan County Council shall not appoint them.

12. RESTRICTIONS ON ELIGIBILITY

Candidates should note that anyone who has taken part in the 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 Department of Finance Circular 12/09 that retirees, under that Scheme, are debarred from applying for another position in the same employment of 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 November 2010 introduced 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.

Declaration:

Applicants will be required to declare whether they have previously availed of a public service scheme of incentivised 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.

13. DRIVER'S LICENCE

The successful applicant must be willing and be in a position to travel. The holder of the post shall hold a full driving licence for Class B vehicles free from endorsement/disqualification.

14. SHORTLISTING

Normally the number of applications received for a position exceeds that required to fill existing and future vacancies to the position. While a candidate 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, Monaghan County Council may decide that a number only will be called to interview. In this respect, Monaghan County Council provide for the employment of a shortlisting process to select a group for interview who, based on an examination of the application forms, appear to be the most suitable for the position.

An expert board will examine the application forms against a pre-determined criteria based on the requirements of 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 based on their application, appear to be better qualified and/or have more relevant experience.

15. Monaghan County Council is an equal opportunities employer.

The above represents the principal conditions of service and is not intended to be the comprehensive list of all terms and conditions of employment which will be set out in the employment contract to be agreed with the successful candidate.

ADDITIONAL RELEVANT INFORMATION FOR APPLICANTS

- 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.
- Information provided by a candidate in their application form will be used for the purpose of the Sports Inclusion Disability Officer Competition. By applying for this post, the applicant is consenting to their information being used for this purpose
- The onus is on each applicant to ensure that she/he is in receipt of all communication from Monaghan County Council. Monaghan County Council does not accept responsibility for communications not accessed or received by an applicant.
- **General Data Protection Regulation (GDPR)**

The General Data Protection Regulation (GDPR) came into force on the 25th May 2018, replacing the existing data protection framework under the EU Data Protection Directive.

When you register with Monaghan County Council or submit an application for a competition, we create a computer record in your name. Information submitted with a job 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.

To make a request to access your personal data please submit your request by email to: dataprotectionofficer@monaghancoco.ie ensuring that you describe the record(s) you seek in the greatest possible detail to enable us to identify the relevant record(s).

Note - Canvassing:

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 candidate's favour any officer 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.

INFORMATION SHEET – COMPETENCY FRAMEWORK

A competency framework has been developed for the position of Sports Inclusion Disability Officer. Candidates will be expected to demonstrate sufficient evidence within their application form that they possess the following competencies through the experience and skills they have gained to date. The key competencies for the role are as follows:

Competency	
Management and Change	<ul style="list-style-type: none"> • Understand and implement change and demonstrate flexibility and openness to change within the Community and Voluntary Sector • Develop and maintain positive, productive and beneficial working relationships
Delivering Results/Communicating Effectively	<ul style="list-style-type: none"> • Plan work and allocation of staff and other resources effectively • Implement high quality service and customer care standards • Have effective written and verbal skills • Have used presentation applications • Use of social media and effectiveness in communicating • Understanding of different methods of communication and use of same
Performance Management and Team Work	<ul style="list-style-type: none"> • Supervise the team or work area to achieve corporate objectives • Work as part of a team to ensure delivery of plans and schedules • Have a strong team ethic of co-operation and mutual support
Personal Effectiveness	<ul style="list-style-type: none"> • Take initiative and be proactive when he or she sees the opportunity to make a contribution • Manage time and workload effectively • Maintain a positive and constructive and enthusiastic attitude to their role • Problem solving ability
Essential Requirements	
Knowledge, Experience and Skills	<ul style="list-style-type: none"> • Demonstrate the knowledge and understanding of the structure and functions of the Local Sports Partnership network • Demonstrate the knowledge of current issues for physical activity levels. • Understand the role of a Sports Inclusion Disability Officer within a Local Sports Partnership • Has relevant “on-the-job” experience and evidence of similar role • Has relevant administrative experience • Has experience of working as part of a team • Has experience of preparing reports and correspondence • Has knowledge and experience of operating ICT systems