



Position of Sports Inclusion Disability Officer

(1 Year Fixed Term Contract)

JOB DESCRIPTION

Title: Sports Inclusion Disability Officer

Hours: 9:00am to 5:30pm. The chosen candidate must be flexible, and willing to work evening and weekends. Time in lieu provided.

Office Location: c/o Motor Tax Office, Model Business Park, Model Farm Road, Cork

Reports to: Partnership Coordinator

Duration of Employment: 1 Year fixed term contract

Probation: 6 Months

1. OVERVIEW

Sport Ireland launched the National Network of Local Sports Partnerships throughout the country in 2008. Now with full national coverage, the Local Sports Partnership structure aims to promote participation in sport and physical activity at a local level. Located within many of these Local Sports Partnerships is a local Sports Inclusion Disability Officer whose main aim is to increase sport and physical activity opportunities for people with disabilities. Cork Sports Partnership has operated this role very successfully over the last number of years, which has now become vacant and is offered for an initial period of 1 year.

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. The SIDO will be responsible to the Partnership Coordinator of Cork Local Sports Partnership CLG in delivering this role.

3. SPECIFIC AREA OF RESPONSIBILITY

Specific tasks of the SIDO will be determined locally having regard to the overall job purpose (as set out above) and with reference to any particular issues, challenges and priorities identified in the sports strategy for the area. The following represents an indicative list from which the SIDO tasks may be drawn depending on the above factors.

Communication/Awareness/Building Relationships

- Ability to demonstrate relevant marketing experience in the tools and strategies used to develop public campaigns from concept to execution.
- Supporting the local and national sports disability network encouraging co-operation and collaboration with service providers, sports organisations, voluntary organisations, and other key stakeholders in the disability sector.
- Promoting the participation of people with disabilities in sport and physical activity.
- Liaising with local special education needs officers (SENO) regarding provision for PE/physical activity at school,
- Promoting awareness of issues around disability and the importance of physical activity for people with disabilities through media and other communications channels,
- Maintain and update sections on organisation website/social media platforms re programmes, events, and other issues in sport.
- Promote awareness of issues around disability and the importance of physical activity for people with disabilities through media and other communications channels

Research & Policy

- Assessing via a county audit, the levels of participation of people with disabilities 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 disabilities in sport and physical activity.
- Reviewing and making recommendations on Cork Local Sports Partnership CLG strategic plan re inclusion of people with disabilities 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.

Training & Development

- Facilitating and promoting the implementation of the national standardised training and education framework in collaboration with CARA.

- Liaising with CARA and national standards to provide recommendations for improving accessibility of sports facilities and access to services to encourage greater participation for people with a disability in sport and physical activity.
- Coordinating events, taster sessions, etc. including any follow-up links with local clubs, groups, schools etc.
- Assisting with the set-up of new clubs or activities for people with disabilities.
- Through communication with CARA and the national inclusion training framework, organising and in some cases delivering training for coaches, teachers, sports tutors, etc. to promote a greater understanding of disability issues in sport.
- Promote and support people with a disability becoming coaches, instructors etc.

Developing Links

- Link with major disability service providers and disability sports organisations about current needs and possible programmes and facilitating increased participation and support.
- Link with volunteer networks to assist people with a disability to be active.
- Link with 3rd level and other programmes providing training in sports area.
- Link with the national network of Sports Inclusion Disability Officers in sharing information and support.
- Link with CARA whose role is to facilitate and support the Sports Inclusion Disability Programme at national level.

4. EDUCATION AND TRAINING:

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, including the following.

- Minimum of 2 years' experience working in a similar role within the disability sector.
- Minimum of 2 years' experience of project management and of piloting and developing physical activity-based initiatives.
- Inter-personal skills to involve people, schools and communities in the planning, delivery and evaluation of programmes and initiatives.
- Proven experience in the area of sports inclusion of people with disabilities.
- Experience in programme monitoring, evaluation, budgeting, and reporting.
- A proficiency in IT and communication technology systems including Excel, Word, PowerPoint, and Email.

- 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 adult and the importance and value of their participation in sport / physical activity.
- An ability to produce and disseminate information efficiently and accurately.
- Ability and commitment to work unsociable hours.
- Experience in managing budgets and preparing financial reports and funding applications.
- Full clean driving license and access to own transport for travel incurred at work.

5. PERSONAL SPECIFICATION

The successful candidate will be expected to have the qualifications, experiences, skills, etc. as set out below and to demonstrate that they have them in the application process and at interview.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Degree in Sports Development, Leisure Management, Health Fitness & Leisure Studies, Adapted Physical Activity, Community Development, Health Promotion or other relevant discipline or equivalent qualification 	<ul style="list-style-type: none"> • Disability Sport qualification
Experience	<ul style="list-style-type: none"> • Project Management. • Working on disability issues. • Working in the disability sector and or sports development / Community development. 	<ul style="list-style-type: none"> • Working in sports administration. • Running and / or organising training events. • Programme monitoring and evaluation • Working in a project team.
Skills and Competencies	<ul style="list-style-type: none"> • An understanding of the barriers and motivational issues affecting participation in sport and physical activity of people with disabilities. 	<ul style="list-style-type: none"> • Ability to monitor and evaluate work. • Research methods • Understanding of the public sector and local government environment • Time management skills

	<ul style="list-style-type: none"> • An awareness and understanding of different models of disability • Oral and written communications including presentation skills • Ability to network effectively • Ability to produce and disseminate information efficiently and accurately. • Motivational skills • Strong IT, administrative and organisational skills. • Experience in managing budgets and preparing financial reports and funding applications. 	
Attitude and Motivation	<ul style="list-style-type: none"> • Awareness of the importance and value of participation of people with disabilities in sport/physical activity. • Self-motivated approach to work • Commitment to on-going training & development 	<ul style="list-style-type: none"> • An awareness of the role and importance of co-ordinated and integrated inter-agency responses to local social and community development needs.
Other Requirements	<ul style="list-style-type: none"> • Full clean driving licence • Access to own transport • Ability and commitment to work unsociable hours. 	

The Cork Local Sports Partnership CLG will manage the Sports Inclusion Disability Officer with the officer having the advantage of benefiting from an established sports development network and administration structure.

Cork Sports Partnership CLG is an equal opportunities employer.