

Comhairle Chontae Chill Mhantáin  
**Wicklow County Council**



**Candidate Information Booklet**

(Please read carefully)

**SPORTS INCLUSION DISABILITY OFFICER**

**Ref: 03/2024**

***Closing Date: 12 noon, Thursday 4<sup>th</sup> April, 2024***



**Wicklow County Council**  
**SPORTS INCLUSION DISABILITY OFFICER (GRADE IV) - REF: 3/2024**

**QUALIFICATIONS**

**1. Character**

Each candidate shall be of good character.

**2. Health**

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

**3. Education, Training, Experience, etc.**

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

- Have a 3<sup>rd</sup> level qualification (Certificate or higher) in sports development, leisure management, adapted physical activity, community development, health promotion or other relevant discipline, and also have;
- 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

**COMPLETING A COMPETENCY BASED APPLICATION FORM**

Key Competencies for the post include the following and candidates will be expected to **demonstrate sufficient evidence within their application form** of competence under each of these. Please take particular note of these when completing the application form as any short-listing or interview processes will be based on the information provided by the candidates.

Key Competencies for the post are set out as follows:

- Management & Change
- Delivering Results
- Performance through People
- Personal Effectiveness

## **PARTICULARS OF OFFICE**

A panel may be formed from which future positions may be filled. The successful candidate(s) may be assigned as required to any of the Municipal Districts/Directorates under the Chief Executive's control or to any premises/location in use by the Council now or in the future.

The office is wholetime, permanent and pensionable.

### **Background:**

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 recent 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.

The Wicklow Local Sports Partnership is looking to fulfill this role within their Partnership and is now seeking to fill the position of Sports Inclusion Disability Officer.

### **Duties:**

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 within the county.

Specific tasks of the SIDO will be determined locally having regard to the overall job purpose with reference to the National Sports Policy actions and the objectives of Sport Ireland's 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.

### **Other duties will include:**

#### **Research & Planning**

- Implementing the objectives of the Wicklow Local Sports Partnership as set out in the current strategy with a view of reviewing and making recommendations on operational plans regarding the inclusion of people with disabilities in sport and physical activity.
- 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.
- 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 disabilities 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 disabilities 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 the National Sport Inclusion Development 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 disabilities.
- 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 disabilities.
- Work with the Wicklow Local 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 disabilities 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 disabilities and support disability services to adopt a culture that promotes active and healthy lifestyles for people with disabilities.
- 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 disabilities 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 disabilities in sport and physical activity.
- Develop and sustain a network of voluntary and professional personnel through collaboration with Cara 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 disabilities 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 disabilities to; take up roles in sport and physical activity programmes, volunteer, coaching/instructing, committee and advisory roles.
- Inform people with disabilities 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 disabilities to share their experiences, challenges and needs in relation to participation in sport and physical activity.

The Sports Inclusion Disability Officer will be responsible to the management of Wicklow Local Sports 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.

The duties shall be such as may be assigned to the employee from time to time by the local authority and shall include the duty of deputising for other officers of the local authority, when required, and such duties as may be assigned to him/her in relation to the area of any other local authority.

**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 office on probation;
- (b) such period shall be one year but the Chief Executive may at his/her discretion extend such period;
- (c) such persons shall cease to hold such employment at end of the period of probation unless during such period the Chief Executive has certified that the service of such persons is satisfactory.

**Salary: €32,301 - €51,100 per annum includes 2<sup>nd</sup> LSI**

The salary shall be fully inclusive and shall be as determined from time to time. Holders of the office shall pay to the local authority any fees or other monies (other than their inclusive salary) payable to or received by them by virtue of their office or in respect of any services, which they are required by or under any enactment to perform. Starting pay shall be determined in accordance with appropriate Departmental Circular letters. New Entrants will be placed on the minimum of salary scale.

**Hours of Work:**

The person appointed will be required to work a 35 hours per week Monday to Friday which equates to a 7 hour day to be accounted for within attendance hours of 9.00am. to 5.00p.m.

A flexi system is also in operation.

**Annual Leave:**

Annual leave entitlement will be 30 days per annum exclusive of public holidays and Good Friday

**Travel:**

The holder of the office will be required to hold a valid Irish/EU full driving licence for class B vehicles or a licence acceptable to NDLS for exchange, free from endorsement and disqualification. They must be a competent driver and shall drive a motor car in the course of his/her duties and for this purpose, provide and maintain a car to the satisfaction of the Local Authority. The Local Authority must be indemnified on their insurance.

**Residence:**

Holders of the office shall reside in the district in which their duties are to be performed or within a reasonable distance thereof.

### **Garda Vetting:**

Candidates may be subject to Garda Vetting. Appointment(s) will be considered having regard to receipt of satisfactory Garda Vetting, particularly to determine suitability to work with children/vulnerable adults.

### **Health:**

For the purposes 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.

### **Superannuation:**

Persons who become pensionable public servants on or after 1<sup>st</sup> January 2013 will become members of the Single Public Service Pension Scheme and, as such, will be required to pay contributions of 3% of pensionable remuneration and 3.5% of net pensionable remuneration (i.e. pensionable remuneration less twice the annual rate of social insurance old age contributory pension payable at the maximum rate to a person with no adult dependant or qualified children).

Persons who become pensionable officers of a local authority who are liable to pay the 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 the net pensionable remuneration (i.e. pensionable remuneration less twice the annual rate of social insurance old age contributory pension payable at the maximum rate to a person with no adult dependant or qualified children).

Persons who become pensionable officers of a local authority who are liable to pay the 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.

All persons who become pensionable officers of a local authority will be required in respect of the Local Government (Spouses and Children's Contributory Pension) Scheme to contribute to the local authority at the rate of 1.5% of their pensionable remuneration in accordance with the terms of the scheme.

### **Retirement:**

There is no mandatory retirement age for new entrants to the Public Service as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004.

Persons who are NOT new entrants to the Public Service as defined in the Public Services Superannuation (Miscellaneous Provisions) Act, 2004 are subject to a compulsory retirement age of 70 years.

With effect from 1st January 2013, persons who are pensionable under the terms of the Single Public Service Pension Scheme will have a minimum retirement age of 66 years initially rising in line with the State Pension age changes. Members of the Single Public Service Pension Scheme have a compulsory retirement age of 70 years.

## RECRUITMENT

Selection shall be by means of a competition based on an interview conducted by or on behalf of the local authority. Panels may be formed on the basis of such interviews.

**Wicklow County Council reserves the right to shortlist candidates in the manner it deems most appropriate. Shortlisting may be on the basis of information supplied on the application form and the likely number of vacancies to be filled. It is therefore in your own interest to provide a detailed and accurate account of your qualifications/experience on the application form. The candidates shortlisted will be invited to attend for interview. Interviews may be held by online process through Microsoft Teams. The Council will not be responsible for any expenses incurred by candidates in attending for interview.**

Candidates whose names are on a Panel and who satisfy the local authority that they possess the qualifications declared for the office and that they are otherwise suitable for appointment may, within the life of the Panel, be appointed as appropriate vacancies arise.

Wicklow County Council will require the person to whom appointment is offered to take up the appointment within a period of not more than one month and if the person fails to take up the appointment within such period or such longer period as Wicklow County Council in its absolute discretion may determine, Wicklow County Council will not appoint him/her.

It should be noted that the terms of Paragraph 13 of Circular Letter EL 02/09 - Incentivised Scheme of Early Retirement may need to be considered in some instances. It is a condition of this scheme as set out in the Department of Finance Circular 12/2009 that retirees, under that Scheme, are debarred from applying for another position in the same employment or the same sector.

Furthermore, persons who have availed of a Redundancy Payment Scheme should not that is a condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the public service by any public service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011) for a period of 2 years from termination of the employment. Thereafter the consent of the Minister for Public Expenditure and Reform will be required prior to re-employment.

Applicants will be required to declare whether they have previously availed of either of the above schemes.

**Wicklow County Council reserves the right to shortlist candidates in the manner it deems most appropriate**

**WICKLOW COUNTY COUNCIL IS AN EQUAL OPPORTUNITIES EMPLOYER**