



**DÚN LAOGHAIRE RATHDOWN COUNTY COUNCIL**

**Chomhairle Chontae Dhún Laoghaire – Rath An Dúin**

**CANDIDATE INFORMATION BOOKLET**

**SOCIAL INNOVATION IN SPORT OFFICER – TEMPORARY 3 YEAR CONTRACT – OPEN COMPETITION ID. 011649**

**OIFIGEACH NUÁLÁÍOCHTA SÓISIALTA SA SPÓRT - CONRADH SEALADACH 3 BLIANA – ID. 011649 AN CHOMÓRTAIS OSCAILTE**

**COMPLETED APPLICATION FORMS SHOULD BE E-MAILED IN PDF FORMAT ONLY TO CAREERS@DLRCOCO.IE**

**THE CLOSING DATE FOR RECEIPT OF COMPLETED APPLICATION FORMS WILL BE 12 NOON THURSDAY 22<sup>nd</sup> MAY 2025**

**Background**

Every day in communities across the country, Sport Ireland through its network of Local Sports Partnerships (LSPs) helps people irrespective of age, gender, disability, or social circumstance to get active. The role of the **European Social Fund (ESF)+ Social Innovation in Sport** officer employed within the LSPs will be to use sport and physical activity to foster social inclusion and provide education, inclusion and personal development programmes for European Social Fund (ESF+) target groups such as youth at risk, persons with disability, disadvantaged women, ethnic minorities and migrants throughout the country. All programmes will be developed with an innovation and user-centric focus.

This role is funded by the European Social Fund + (ESF +) Programme 2021 -2027 through Sport Ireland. The ESF+ Programme will support the principles of the European Pillar of Social Rights by seeking to:

- Support access to employment for young people and underrepresented groups
- Promote skills and lifelong learning
- Tackle poverty and social exclusion

Sport and Physical Activity will be used as a mechanism to support these principles and the Local Sport Partnerships will be the main drivers on this project locally.

Sport Ireland published its first policy on Diversity and Inclusion in Sport in 2022 which expresses its vision for a sport sector that celebrates diversity, promotes inclusion, and is pro-active in providing opportunities for lifelong participation for everyone. The ESF + Social Innovation in Sport officer will work in collaboration with key local and national stakeholders to support the implementation of this policy.

**Job Purpose**

The ESF + Social Innovation in Sport officer will support the delivery of Sport Ireland's *Diversity & Social Inclusion Innovation Programme for Sport*. This will involve leading with the delivery of the ESF+ programmes with the objective of fostering active inclusion with a view to promoting equal opportunities, non-discrimination and active participation, and improving employability, in ESF + target groups and organisations locally. The programmes on this project will be designed, piloted and scaled using design thinking principles.

**Diversity & Inclusion:**

Sport Ireland and Local Sport Partnerships are committed to building a diverse sport sector and therefore strongly encourages applications from under represented groups. Local Sports Partnerships are committed to equality and inclusion and welcome applications from all individuals, regardless of their background. Local Sports Partnerships strive to be a diverse and inclusive workplace.

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**QUALIFICATIONS**

**1. CHARACTER:**

Candidates shall be of good character.

**2. HEALTH:**

Candidates must be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

For the purpose of satisfying the requirement as to health, it will be necessary for each successful candidate, 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 employment, the expense of the medical examination will be refunded to the candidate

**3. EDUCATION, TRAINING, EXPERIENCE ETC:**

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

- a) Hold a level 8 in any of the following areas: Health, Exercise Science, Physical Activity, Diversity and Inclusion, Social Justice, Community Development, Education or related field.

**And**

have a minimum of **2 years'** relevant experience working with the target groups mentioned and stakeholder engagement.

**OR**

- b) have a minimum of **5 years'** relevant experience working with the target groups mentioned and stakeholder engagement.

**Each Candidate must also:**

- Demonstrate a commitment to life-long learning.
- Must hold a current unendorsed EU/Irish driving licence.

**It is Desirable that each candidate have:**

- Further Education or Training relevant to the post in relation to physical activity, social integration/inclusion and Diversity and Inclusion.
- Experience of facilitating physical activity and sports activities with people of differing abilities and/or from underrepresented groups.
- An Understanding and Experience in the delivery and/or implementation of social innovation/ design of innovation programmes and use of design thinking principles.
- An in-depth knowledge and understanding of the lived experience of two or more target groups.
- Knowledge of the sport and physical activity sector and policies

## COMPETENCY FRAMEWORK

Candidates will be expected to **demonstrate sufficient evidence of the competencies set out below within their application form and at interview**. Any short-listing or interview processes will be based on the information provided by candidates on their application form:

The key competencies for the role of Social Innovation in Sport Officer are as follows:

COMPETENCY	BEHAVIOURS
<b>Delivering Results</b>	<ul style="list-style-type: none"> <li>• Makes decisions in a timely and well-informed manner;</li> <li>• Translates the business or team plan into clear priorities and actions for their area of responsibility;</li> <li>• Implements high quality service and customer care standards;</li> <li>• Plans work and allocation of staff and other resources effectively.</li> </ul>
<b>Performance Through People</b>	<ul style="list-style-type: none"> <li>• Leads and develop the team to achieve corporate objectives;</li> <li>• Effectively manages performance;</li> <li>• Managing conflict;</li> <li>• Demonstrates a good understanding of the components of the job;</li> <li>• Effective team player in the context of a multidisciplinary team</li> </ul>
<b>Personal Effectiveness</b>	<ul style="list-style-type: none"> <li>• Proficiency in MS Office (Word, Excel, PowerPoint and Outlook)</li> <li>• Good organisational and time management skills</li> <li>• Ability to work under pressure</li> <li>• Personal motivation;</li> <li>• Takes initiative and is open to taking on new challenges or responsibilities;</li> <li>• Maintains a positive and constructive and enthusiastic attitude to their role;</li> <li>• Commitment to integrity &amp; good public service values .</li> </ul>
<b>Communicating Effectively</b>	<ul style="list-style-type: none"> <li>• Excellent communication skills (written and verbal) and interpersonal skills</li> <li>• Ability to establish the necessary communication processes to develop team spirit, trust and motivation.</li> </ul>
<b>Understanding Purpose &amp; Change</b>	<ul style="list-style-type: none"> <li>• Health/safety and risk awareness.</li> <li>• An understanding of research and evaluation methods and an appreciation of research integrity and the ethical issues of carrying out research with target populations</li> <li>• Has knowledge and understanding of the role within the local authority Maintaining a Positive Image of the Council;</li> <li>• Demonstrates flexibility and openness to change;</li> <li>• Understands the responsibilities of a supervisor or employee to uphold high standards of governance, compliance and behaviour.</li> </ul>

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**PARTICULARS OF THE POSITION**

1. The office is Temporary, whole-time and pensionable.

2. **SALARY:**

**Salary Scale:**

**€51,210 - €52,739 - €54,301 - €55,895 - €57,501 - (1<sup>st</sup> LSI) - €59,373 (2<sup>nd</sup> LSI) - €61,252 (rates as at 01/03/2025)**

Entry point to this scale will be determined in accordance with Circulars issued by the Department of the 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 for the position at the minimum point.

**Rate of remuneration may be adjusted from time to time in line with Government Policy.**

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.

3. **SUPERANNUATION CONTRIBUTION:**

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 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 dependent 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 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:**

**New Entrants recruited to the Public Service on or after 1 January 2013**

Pensionable public servants (new joiners) recruited to the Public Service for the first time on or after 1 January 2013 (the commencement date of the Single Scheme) will be members of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012.

**Pension age**

Minimum pension age is linked to the State Pension age which is currently 66 but may be subject to change.

**Compulsory retirement age**

Scheme members must retire at the age of 70.

In all other cases, staff recruited on or after 1 January 2013 who were employed in the Public Service on 31 December 2012 or within a period prior to 31 December 2012 not exceeding 26 weeks will retain their existing pension scheme terms and conditions.

In certain circumstances, e.g. where the public servant was on secondment or approved leave or remains on the same contract of employment, the 26-week rule does not apply.

**Incentivised Scheme for Early Retirement (ISER)**

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department Finance Circular 12/09 that retirees, under that Scheme, are debarred from applying for another position in the same employment or the same sector. Therefore, such retirees may not apply for this position.

**4. HOURS OF WORK**

All new entrants to the Local Authority sector and any individuals on new appointments or promotion will work 35 hours per week. The holder must be willing to work at early morning, evening or weekend events when necessary

**5. PROBATION:**

When a person is not already a permanent officer of a Local Authority within the public service Ireland and is appointed to a permanent office the following provisions shall apply, that is to say.

- a. There shall be a period after such appointment takes effect during which such person shall hold office on probation.
- b. Such period shall be one year.
- c. Such person shall cease to hold such office at the end of the period of probation unless, during such period, the Chief Executive has certified that the service of such person in such office is satisfactory.

**6. ANNUAL LEAVE**

Annual leave entitlement for the position of Social Innovation in Sport Officer is **30** days per annum in accordance with Department of Environment, Community and Local Government Circular LG(P) 07/2011.

**7. DUTIES**

The responsibilities of the post include the following:

- Lead the design, planning and delivery of the Diversity & Social Inclusion Innovation Programme for Sport at a local level with a focus on building skills and confidence to foster social inclusion and engage with and maintain recreational sport participation independently.

- Coordinate ESF+ programmes with the objective of fostering active inclusion with a view to promoting equal opportunities, non-discrimination and active participation, and improving employability, in ESF + target groups locally.
- Ensure the design and delivery of the ESF+ programme aligns with European Social Fund requirements and complements existing Sport Ireland and Local Sports Partnership policies and plans.
- Monitoring Impact on programmes and supporting the sharing of information and replication of programmes in other Local Sports Partnerships.

The project is co-funded by the Government of Ireland and the European Union

- Provide timely, standardised data and reporting on activity and outcomes on the programmes.
- Collaborate with Sport Ireland to support the successful delivery of this project.
- Develop and support strong working relationships with other Local Sports Partnerships and other outside agencies and relevant stakeholders.
- Participate in regular supervision, appraisal and education as identified.
- Undertake any other relevant and related duties that may be required.

**The particular duties and responsibilities attached to the post as listed may vary from time to time, without changing the general character of the duties or level of responsibilities entailed. The post holder may therefore be required to perform duties appropriate to the post, other than those detailed above, and to take instructions from and report to, an appropriate Officer or such designated Officer as may be assigned from time to time by the Council.**

The duties of the post are to give to the local authority and to

- a) The local authorities or bodies for which the Chief Executive is Chief Executive, and
- b) 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 referred to in sub-paragraph (a) of this paragraph under the general direction and control of the Chief Executive or of such officers as the Chief Executive may from time to time determine, such appropriate computing, technical, management, administrative, executive, supervisory, advisory and ancillary services 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 and to exercise such powers, functions and duties as may be delegated to them 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 holder of the post will, if required, act for an officer of a higher level.

#### 8. **LOCATION & RESIDENCE**

Holders of the office shall reside in the district in which their duties are to be performed or within a reasonable distance thereof. Dún Laoghaire-Rathdown County Council reserves the right to assign Employees to any premises in use by the Council, now or in the future subject to reasonable notice.

#### 9. **RECRUITMENT:**

Pursuant to article 8 of the Local Government (Appointment of Officers) Regulation, 1974, the Minister has given directions as follows:

- i. Selection of candidates for appointment shall be by means of a competition based on an interview conducted by or behalf of the Local Authority. The interview will be competency based and marks will be awarded under the competency skill sets identified for the position of Social Innovation in Sport Officer as outlined above. Candidates will also be required to demonstrate knowledge of the key duties and responsibilities for this role. Please note that the interview may be held in person or on online.
- ii. DL RCC reserves its right to shortlist candidates, in the manner it deems most appropriate, to proceed to the interview stage of the competition. Following receipt of all applications, job applicants may be shortlisted for assessment based on the extent to which they meet the criteria from the job description

and / or where it would not be practical to interview all applicants. Aptitude Testing may in some circumstances be used to facilitate the shortlisting process. If required, the testing will be performed through a 3rd party provider and submission of an application for employment is regarded as consent to share your information for the purposes of short-listing and recruitment. Your information will be provided for the sole purpose of shortlisting suitable candidates and for no other purpose. Dún Laoghaire-Rathdown County Council will ensure any 3rd party fully complies with GDPR and Data Protection legislation. **It is therefore in your own interest to provide a detailed and accurate account of your relevant qualifications/ experience on the application form and also to demonstrate sufficient evidence of the competencies required for this position under each competency heading which are detailed above.** Short-listing does not suggest that 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. Short-listing may take the form of Desk-top Short-listing, Aptitude Test and/or Preliminary Interview or combinations thereof.

- iii. If a candidate wishes to appeal either a short-listing or interview board decision, they must do so within **five** working days of being notified of this decision. The appeal must clearly state the grounds of appeal which must be emailed to The Appeals Officer [recruitment@dlrcoco.ie](mailto:recruitment@dlrcoco.ie), the HR Department will evaluate the grounds of the appeal. If grounds for an appeal are not upheld, HR Management will notify the candidate in writing of this outcome and no further action will be taken. If the grounds upon which the appeal is made are upheld, the HR Department will notify the candidate of this outcome and corrective action will be taken. The decision of the HR Department on the appeal is final.
- iv. Panels may be formed on the basis of such interviews. Candidates whose names are on a panel and who satisfy the Local Authority that they are otherwise suitable for appointment may within the life of the panel be appointed as appropriate vacancies arise. The life of the panel will not be more than one year reckoned from the date of the formation of the panel unless extended.
- v. The Local Authority 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 appointments within such period or such longer period as the Local Authority in its absolute discretion may determine, the Local Authority shall not appoint them.
- vi. An applicant who withdraws their application at any stage of the competition will not be permitted to re-enter the competition at a later stage.

#### **ADDITIONAL RELEVANT INFORMATION FOR APPLICANTS**

- The National Vetting Bureau (Children and Vulnerable Persons) Act 2012 to 2016 came into effect on 29<sup>th</sup> April 2016. The Act places a statutory obligation on DLRCC to ensure that ‘any work or activity which is carried out by a person, a necessary and regular part of which consists mainly of a person having access to or contact with children or vulnerable persons will be subject of Garda Vetting’.
- Subject to the provisions of the Freedom of Information Act 2014, applications will be treated in strict confidence.
- It is important to remember that this is a competitive process for a role where integrity is paramount. Sharing information on the selection / interview process e.g. through social media or any other means, may result in a candidate being disqualified from the competition.
- DLRCC does not allow the unsanctioned use of any type of recording equipment on its premises. This applies to any form of sound recording and any type of still picture or video recording, whether including sound recording or not, and covers any type of device used for these purposes.
- 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.



- A candidate who does not attend for interview when and where required by the Council, or who does not, when requested, furnish such evidence as Dún Laoghaire-Rathdown County Council require in regard to any matter relevant to their candidature, will no longer be considered for selection.
- All non-EU/EEA citizens must hold a valid work permit prior to and for the duration of their contract. The work permit must allow you to work full time for Dún Laoghaire Rathdown County Council. It is the responsibility of individual employees to ensure that you have a valid work permit. If at any stage during your contract you cease to hold a valid work permit you must immediately advise Dún Laoghaire-Rathdown County Council and your employment will cease with immediate effect.
- In the event of an offer of employment each candidate be required to provided evidence that they meet all the criteria as set out above and on receipt of satisfactory references.

Completed applications on the official form should be e-mailed to [careers@dlrcoco.ie](mailto:careers@dlrcoco.ie) no later than 12 noon on **Thursday 22<sup>nd</sup> May 2025**. Applications received after the closing time and date will not be accepted.

**Note Re Canvassing:**

Any attempt by a candidate themselves, or by any person(s) acting at their instigation, directly or indirectly by means or written communication or otherwise, to canvas or otherwise influence in the candidate's favour, any member of the staff of the County Council, or person nominated by the County Council to interview or examine applicants will automatically disqualify the candidate for the position they are seeking.

<p><b>Dún Laoghaire-Rathdown County Council is committed to a policy of equal opportunity and encourages applications under all nine grounds of the Employment Equality Act.</b></p>
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