



Community Sports Development Officer

Job Description

Title:	Community Sports Development Officer
Salary Scale:	Grade 4 administrative scale in line with the local authority grades commencing at Point 1 - €35,613
Hours:	37.5 hours per week. The chosen candidate must be flexible, and willing to work evening and weekends to accommodate the service needs, for which time off in lieu can be taken.
Annual Leave:	28 days annual leave and pro rata where less than full time hours worked.
Travel Expenses:	Travelling expenses will be paid where appropriate.
Location:	5 Dean Street, Kilkenny R95HD79
Reports to:	Kilkenny Recreation & Sports Partnership CEO & KRSP Programme Manager.
Duration:	12-month fixed term contract subject to satisfactory completion of a 4-month probationary period
	KRSP shall require the person to whom the appointment is offered to take up such appointment as soon as possible.

Background

Sport Ireland established the Local Sports Partnership (LSP) Network as an initiative to create a national structure to co-ordinate and promote the development of sport and participation at local level. LSPs aim to increase participation in sport and physical activity by breaking down barriers and increasing numbers of people participating and ensuring continued participation through all stages of life.

The aim of the Community Sports Development Officer funding by Sport Ireland is to strengthen and enhance the capacity of the Local Sports Partnerships to further develop locally led plans and more long term sustainable physical activity programmes under the National Physical Activity Plan (Action 46). Funding for the role of Community Sports Development Officer has been secured for this position through Sport Ireland.

Objectives:

1. Support the development of exciting and dynamic opportunities to increase participation for people who are sedentary
2. Capacity build smaller National Governing Bodies (NGBs) that do not currently have development officers and other stakeholders to deliver services to increase participation
3. Develop sustainable local leadership for sport within communities.

Job Purpose

The Community Sports Development Officer (CSDO) will foster and encourage a culture of Active Participation, supporting opportunities for and access to sport and physical activity in local communities. The CSDO will address barriers to participation and encourage access and increase opportunities for participation by those who experience disadvantage for any reason.

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

Planning & Programme Management

- Assist with the implementation of the goals and objectives outlined in the KRSP strategy, National Sports Action Plan, National Physical Activity Plan, Local Economic Community Plan and actions arising out of these objectives.
- Support and contribute to the preparation of annual operational plans for the delivery of the strategic objectives.
- Facilitate quarterly and annual reviews of the annual operational plan reporting on the effectiveness and impact of work areas.
- Participate in the design, organisation and implementation of KRSP projects/events including any of Sport Ireland's National Programmes as required
- Develop and implement programmes and initiatives to increase participation of targeted low participation groups with a focus on disadvantaged areas
- Adhere to KRSP financial policies concerning procurement of goods and services, budget planning and reporting while ensuring compliance requirements of funding agency (ies). Establish a financial monitoring template for the operational budget.
- Contribute to ensuring that all programmes and courses operate on a user-friendly professional basis.
- Work with KRSP current and potential partners and stakeholders including local community groups and organisations, sports clubs, NGBs, partner agencies to develop and strengthen relationships.
- Carry out research and needs analysis as appropriate.
- Implement a monitoring and evaluation framework for all projects. Measure and monitor performance indicators based on the impact, which courses/programmes are having at local level.
- Administrate programmes and events including maintaining up-to-date databases.

Specific Areas of Responsibility

- Establish a baseline in the communities chosen for interventions and conduct an audit of local clubs and update where this has already been completed
- Develop and support the implementation of a comprehensive range of physical activity programmes and events for relevant target groups with a view to creating sustainable participation
- Work collaboratively with key partners and stakeholders to explore and develop new initiatives that enhance inclusive participation.
- Work with smaller national governing bodies that do not currently have development officers to increase opportunities for participation
- Provide guidance and support to develop sustainable community sports clubs
- Support and maintain strong links between schools and community sports clubs
- Support the continued roll out of Sport Ireland's investment including Dormant Accounts Funded projects
- Organise and facilitate training and development opportunities including research, administration, planning, organisation and delivery of relevant courses, workshops and seminars with a view to building capacity within communities, clubs and volunteers.
- Support the administration and oversight of externally delivered training, maintaining high standards and representing KRSP with professionalism.

- Support the purchase, storage and shared use of equipment including loan or lease agreements in line with KRSP's asset management system.
- Lead the promotion of CSDO-delivered programmes in line with KRSP's Communications Plan, ensuring consistency with brand guidelines and tone of voice.
- Provide regular reports and updates to the Programme Manager, CEO, KRSP Board and funders, supporting both internal planning and external accountability.
- Undertake any other relevant and related duties as may reasonably be required by KRSP in line with the evolving needs of the organisation and local communities

Marketing & PR

- Create and contribute content for KRSP's communication channels, including press releases, social media, website, and programme updates.
- Support the delivery of a marketing plan, ensuring inclusive and accessible communications that reflect the goals of KRSP.
- Identify PR and media opportunities in consultation with the Programme Manager to increase visibility of inclusive programmes and KRSP's impact.

Health & Safety Management

- Contribute to ensuring that all facilities the company use are fully compliant with current health & safety standards.
- Assist in the investigation of all accidents/incidents.
- Communicate all results/recommendations arising from investigations of accidents/incidents.
- Ensure that all activities undertaken as an officer of KRSP are in line with codes of practice and legislation.

KRSP is committed to building a diverse sport sector and therefore strongly encourages applications from underrepresented groups. KRSP is committed to equality and inclusion and welcome applications from all individuals, regardless of their background. KRSP strives to be a diverse and inclusive workplace.

**Community Sports Development Officer
Person Specification**

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Relevant Degree in any of the following areas Sports Development, Leisure Management, Exercise Science, Physical Activity, Health Promotion or equivalent qualification <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • 5 years relevant experience 	<ul style="list-style-type: none"> • Tutor Qualifications such as Safeguarding, Active Leadership • Coaching Qualifications / experience
Experience	<ul style="list-style-type: none"> • One year relevant experience in Sports Development / Health / Fitness specifically in the area of behavioural change or participation development • Experience of project management and of piloting, developing and delivering sustainable physical activity based initiatives • Experience of the community and voluntary sector and the sports and recreation environment and of motivating those sectors with lower participation characteristics to become involved (Sports Clubs, Schools, Community Organisation) 	<ul style="list-style-type: none"> • Experience in the areas of education, social or community development or working in the community sector in a developmental and supportive capacity either in a paid or voluntary capacity • Experience in sports administration and/or organising training events • Good understanding of programme monitoring and evaluation • Experience of working in a project team • Experience of supporting volunteers & student placements
Skills and Competencies	<ul style="list-style-type: none"> • Strong IT, administrative and organisational skills • Ability to consult, communicate and network appropriately and effectively with all sectors of the community • Ability to monitor and evaluate work and write reports • Ability to produce and access information efficiently and accurately • Excellent communications, presentation and facilitation skills • Ability to advise, inform, motivate and support individuals and organisations • Ability to prepare, monitor and manage budgets and to prepare funding applications • Ability to produce good quality publicity material 	<ul style="list-style-type: none"> • Understanding of research methods • Understanding of the public sector and local government environment • Good time management +skills
Attitude and Motivation	<ul style="list-style-type: none"> • Awareness of the importance and value of participation in sport / active recreation • A constructive, positive and progressive attitude to working as part of the Kilkenny Recreation & Sports Partnership team and an ability to develop partnerships with the wider community • Be motivated and committed to sports development and increasing 	<ul style="list-style-type: none"> • An awareness of the role and importance of both co-ordinated and inter-agency responses to local sporting needs

	<p>opportunities for participation, in particular among hard-to-reach groups in local communities</p> <ul style="list-style-type: none"> • A commitment to on-going training and development. • A self-motivated approach to work 	
Other requirements	<ul style="list-style-type: none"> • Completion the Garda Vetting process satisfactory to the Sports Partnership's requirements. • A full clean EU/Irish driving licence and use of personal transport for work is required. • Willingness and ability to travel efficiently between sites • Ability and commitment to work evenings and weekends when required 	

Please submit a statement of suitability and CV **Ref: KRSP CSDO** by **1pm Friday 3rd October 2025** to info@krsp.ie

Shortlisting of candidates may apply based on the information supplied at application. Canvassing will disqualify.

Those shortlisted will be invited to attend for interview which will take place in person in Kilkenny City in October 2025. Informal enquires up to 19th September 2025 at 056 7794991 or info@krsp.ie

Kilkenny Recreation & Sports Partnership is an Equal Opportunities Employer



Kilkenny County Council
Comhairle Chontae Chill Chainnigh