



Comhairle Contae **Lú**
Louth County Council

**Louth County Council
Candidate Information Booklet
(Please read carefully)**

**Senior Sports Officer (Open Competition)
3 Year Fixed Term Contract**

Closing Date

Completed application forms should be completed via the Louth County Council online recruitment portal
by **4.30 pm on Tuesday 22nd April 2025.**

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Louth County Council

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General Information

Louth County Council is the authority responsible for local government in Louth. The county of Louth is divided into the three municipal districts of Drogheda, Ardee and Dundalk. There are five electoral areas in Louth: Ardee, Drogheda Rural, Drogheda Urban, Dundalk-Carlingford and Dundalk South. There are 29 elected county councillors and an annual operating budget of €184 million in 2025.

The Council provides a diverse range of services across a large geographic area. Key services areas include housing delivery, planning and development, emergency services, infrastructural upgrades and projects (road improvements, public realm), community services and facilities (community/leisure centres, libraries and parks), encouraging economic development through FDI (foreign direct investment), and supporting existing and new business.

Background:

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 is formalised through the publication of the 'The National Sports Policy', 'The National Physical Activity Plan', 'Sport Ireland Statement of Strategy' and the 'Sport Ireland participation'. Locally, Louth Local Sports Partnership has committed to providing physical activity opportunities for all people in its strategic plan, and Louth County Council will formalize their commitment to Sport and Physical Activity in the 'Louth Local Sports Plan' which will be published in late 2025.

The Role of the Senior Sports Officer

The Senior Sports Officer will work to enable the promotion, development and access to sport and physical activity at local level. The Senior Sports Officer, will also have a key role in supporting the LSP operational plan and focusing on the delivery of one or more of the following Strategic Programme Actions:

- Women in Sport.
- Outdoor recreation.
- Communications.
- Innovation Projects.
- Coaching Children & Physical Literacy.
- Youth Leadership.
- European Social Innovation in Sport 'Sport4Empowerment' Programme.
- Physical Activity for Health.
- Community Sports & Physical Activity Hubs.
- Volunteer Support.
- Training & Education.
- Additional Strategic Action Objectives as prioritised by Sport Ireland.

The ideal candidate shall have:

- Experience of working within a Sports Development environment.
- Knowledge of current Local Sports Partnership issues and structures.
- Understanding of the role of Senior Sports Officer Experience in accessing and managing funding applications and their delivery.
- Inter-personal skills to involve facilitation among people, sports clubs, NGB's, schools and communities.
- Experience of working with specific target groups in the developing, delivering and evaluating of programmes and initiatives.
- Awareness of the barriers to participation in sport for females throughout the lifecycle and current policy /measures in place to address these.
- Experience in the development of outdoor sports and infrastructure.
- Relevant administrative experience.
- Experience of managing a team and working as part of a team.
- Experience of preparing reports and correspondence.
- Knowledge and experience of operating ICT systems.
- Have effective written and verbal communication skills.

Post of Senior Sports Officer

Louth County Council is currently inviting applications from suitably qualified persons for the above competition. Louth County Council will, following the interview process, form a panel for the post, from which future relevant vacancies may be filled subject to sanction approval from the Department of Housing, Local Government and Heritage. This panel will exist for 12 months and may only be extended at the discretion of the Chief Executive.

Essential Criteria

Character

Each candidate shall be of good character.

Health

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

Education, Training, Experience

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

- Hold a 3rd level degree qualification (minimum QQI Level 7) in Sports Development, Leisure Management, Adapted Physical Activity, Community Development, Health Promotion or other relevant discipline.
- Have a minimum 3 years' experience working in a similar Sports Development role i.e. working in communities piloting and developing, project management, facilitating, developing and evaluating sport and physical activity programmes.

Driving License

Each Candidate must have a clean, current class B driving licence.

ASSESSMENT PROCEDURE

Candidates will have to demonstrate from their application form to the satisfaction of a short-listing board that they possess sufficient skills and experience in the competencies listed below in order to be called for interview.

- 1. Delivering Results**
- 2. Performance Through People**
- 3. Personal Effectiveness**

Delivering Results

- Plan work and allocation of staff and other resources effectively.
- Implement high quality service and customer care standards.
- Make decisions in a timely and well-informed manner.
- Translate the Operational Plan into clear priorities and actions for their area of responsibility, and for those of your team.
- Understand and implement change and demonstrate flexibility and openness to change.
- Develop and maintain positive, productive and beneficial working relationships.

Performance through people

- Leads the team/service area in a manner that provides clarity of purpose and a focus on delivery.
- Engages with individual staff and the team in a motivational and supportive way.
- Leads and develops the team and its members to achieve corporate objectives through the effective management of performance, using the PMDS process
- Builds and maintains positive working relationships and constructively addresses conflict or employee dissatisfaction.
- Recognises the value of and requirement to communicate effectively.
- Have good written and verbal skills.
- Have good interpersonal skills.

Personal Effectiveness

- Take initiative and be open to taking on new challenges or responsibilities.
- Manage time and workload effectively.
- Maintain a positive and constructive and enthusiastic attitude to their role.

Particulars of Post

Duties

The duties of the office are to give to the local authority under the direction and supervision of its appropriate officer such services of an executive, supervisory or advisory nature as are required for the exercise and performance of any of its powers and duties and shall include the duty of deputising for other officers of the local authority when required and such duties as may be required in relation to the area of any other local authority.

The duties shall include but are not limited to:

- Providing high level administrative support based on a thorough understanding of the overall workings and policy of the Louth Sports Unit.
- Supervision of Staff and staff work.
- Delivery of Specific Sport Ireland programmes and initiatives throughout Louth.
- Representing the Local Sports Partnership at a variety of meetings.
- Implementing the objectives of Louth Local Sports Partnership as set out in the current strategy 'Creating more opportunities to participate in Sport and Physical Activity throughout life 2018 – 2022' & subsequent LSP strategies and strategic objectives.
- Implementation of an effective stakeholder engagement model to enhance LSP's working relationships with the National Governing Bodies of Sport, sports clubs and organisations operating within the county.
- Developing partnership and co-ordination between the relevant local statutory and voluntary bodies and maximising their involvement in the development of sports in the county.
- Increasing participation for Women in Sport as per the LSP strategic plan objectives and the Sport Ireland Women in Sport Policy.
- Support the development of outdoor activity and infrastructure in Louth in line with the LLSP strategic plan objectives.
- Oversight & responsibility for the implementation, reporting & management of programme operational plans for externally funded programmes.
- Any other duties assigned to them by the Head of Sports Unit.

These duties are indicative rather than exhaustive and carried out under general guidance.

Salary

The salary shall be fully inclusive and shall be as determined from time to time. The holder of the office shall pay to the local authority any fees or other monies (other than his/her inclusive salary) payable to and received by him/her by virtue of his/her office or in respect of services which he/she is required by or under any enactment to perform.

The salary scale for the position of the Senior Sports Officer is: €51,210- €61,252 (LSI 2) (Analogous Grade 5) gross per annum.

Entry point to this scale will be determined in accordance with Circulars issued by the Department of Housing, Planning and Local Government. 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.

Probation

Where a person, who is not already a permanent officer of Louth County Council, is appointed, the following provisions shall apply:

- There will be a probationary period of 9 months from date of employment,
- The Chief Executive may at his or her discretion extend this period,
- You shall cease to hold office at end of the period of probation unless during this period the Chief Executive has certified that your service is satisfactory.

Location of post

Louth County Council reserves the right to assign the post holder to any council premises, now or in the future subject to reasonable notice. Changes in location of employment will not result in payment of disturbance money or other compensation. The person appointed will be required to provide him/herself at his/her own expense with the necessary mode of travel to and from work.

Superannuation

A. Officers joining the Public Service after the 1st January 2013 will be required to join the Single Public Service Pension Scheme. A Class rate of PRSI contribution will apply. A rate of 3% of their pensionable remuneration plus 3.5% of net pensionable remuneration (i.e. pensionable remuneration less twice the rate of State Pension Contributory (SPC). This includes a contribution to a Spouse's and Children's Scheme.

OR

B. Officers who became pensionable officers of the Public Service prior to 1st January 2013 and who are liable to pay the Class A rate of PRSI contribution will be required to contribute at a rate of 1.5% of their pensionable remuneration plus 3.5% of the net pensionable remuneration (i.e. pensionable remuneration less twice the rate of State Pension Contributory (SPC). You will be required to contribute at a rate of 1.5% of your pensionable remuneration to the Spouses & Children's Pension Scheme.

OR

C. Officers who become pensionable officers of a Public Service prior to 5th April 1995 and who are liable to pay the Class D rate of PRSI contribution will be required to contribute at a rate of 5% of their pensionable remuneration. If an option to join a dependent scheme was made you will be required to contribute at a rate of 1.5% to a Dependents Pension Scheme.

Retirement

Retirement is dependent on the superannuation scheme you become a member of and details will be made available to you upon appointment.

Health

For the purpose of satisfying the requirements as to health, it may be necessary for the successful candidate, before he/she is appointed, to undergo at his/her 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 the candidate.

Residence

The holder of the office shall reside in the district in which his/her duties are to be performed or within a reasonable distance, thereof.

References

Applicants are required to advise the names of two responsible persons to whom they are well known but not related (at least one of the referees should be an existing or former employer).

In advance of any offer of employment, Louth County Council reserves the right to seek both written and verbal references from current and previous employers, educational institutions or any other organisations with which the candidate has been associated. The Council reserves the right to determine the merit, appropriateness and relevance of such references and referees.

Hours of work

The post entails a wide range of duties which require maximum flexibility and will be based on a 35 hour week. The successful candidate will be required to work evenings and weekends to attend meetings, events, courses, etc. The Council reserves the right to alter the hours of work from time to time.

Sick Leave

The terms of the Public Service Sick Pay Scheme will prevail.

Annual Leave

Annual leave entitlement for the position will be 30 days per annum. Louth County Council's leave year runs from 1st January to 31st December. Granting of annual leave, payment for annual leave and arrangements for public holidays will be governed by the provisions of the Organisation of Working Time Act, 1977 (as amended).

Start date

The successful candidate will commence on direction from Directors of Service and/or Chief Executive. Should they fail to take up the appointment on direction, the council at its discretion may not appoint them.

Recruitment Process

All applications must be completed on the Louth County Council online recruitment portal. Handwritten submissions will not be accepted. When completing the application form, accuracy is essential as the information supplied in the form will play a central part in the selection process.

Short-listing

Where the volume of applications received exceeds that required to fill existing and future vacancies, and / or where it would not be practical to interview all applicants, Louth County Council reserves the right to arrange short listing of applications on the basis of information provided in the application form.

It is 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 where competencies are listed.

Short-listing does not 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. Short-listing may take the form of Desk-top Short-listing or a Preliminary Interview.

External persons may be requested to carry out short-listing on behalf of Louth County Council, e.g., an Interview Board or recruitment agency. **Submission of an application for employment is regarded as consent to share your information for the purposes of short-listing and recruitment.**

Vetting

Garda vetting is required for certain roles within Louth County Council. Failure to complete a Garda vetting form on request may prevent your employment with Louth County Council. In the event of an unsatisfactory Garda declaration being received Louth County Council reserves the right not to commence employment. In the event of an existing employee changing role as a result of promotion or otherwise to a role that requires Garda Vetting and an unsatisfactory disclosure being returned, Louth County Council reserves the right to withhold promotion, and also to investigate if further sanction/disciplinary action is warranted on foot of disclosure on a case-by-case basis.

The Interview

Candidates will be invited to interview by email, it is important that the email address and mobile phone number supplied in the application form is correct and in use. Dates, times and location of interview are subject to change at short notice. Where possible, candidates will be informed of names of Interview Board Members in advance, however board members are subject to change up to and including the date of interview. Canvassing of Board Members will automatically disqualify candidates from the recruitment process. The interview format is subject to change up to and including the date of interview.

Where candidates do not present or make themselves available at the time and location/format requested this will result in elimination from the competition. Candidates will be required to pay any expenses incurred by them in attending the interview.

Panel

A panel may be formed on the basis of an interview. Candidates whose names are on a panel and who satisfy the local authority that they possess the qualifications declared for the post and that they are otherwise suitable for appointment may, within the life of the panels, be appointed as appropriate vacancies arise.

After the Interview

Louth County Council will automatically advise you of the result of the interview. This may be done by email, phone, or on our website via a private candidate reference marking system. The marks awarded to you at interview by the Interview Board will be forwarded directly to you thereafter. All documents relating to this competition will be retained on file for a period of 12 months following the expiry of the panel formed.

Period for acceptance of offer

Successful applicants will be allowed a maximum of one week following the written offer of employment to indicate whether they will/will not take up the position. If interested they will be required to take up duty at the latest within four weeks of the date of offer or a mutually agreed later date.

If they fail to take up the appointment within such period or any longer period agreed, the local authority shall not appoint them.

Appeals Process

If a candidate wishes to appeal either a short-listing decision or a selection board decision, they must do so within **three working days** of the date upon which written notification to the unsuccessful candidate is issued.

The appeal must clearly state the alleged process and/or procedural flaw and should be emailed to recruitment@louthcoco.ie. The candidate is responsible for ensuring that the submission of the appeal is within the prescribed time limit. Within **2 working days** of its receipt, HR will evaluate the grounds of the appeal. If grounds for an appeal are not established, HR Management will notify the candidate in writing and no further action will be taken.

If it appears that there may be grounds for an appeal relating to the short-listing process, then HR Management will investigate the complaint further with the Chair of the Selection Board. If having reviewed the candidate's application, the Chair together with the other members of the Selection Board, may recommend a reversal of the original decision and determine that the candidate should be included in the shortlist. HR Management will notify the candidate and invite the candidate to interview and the recruitment process will continue.

Having reassessed the candidate's application, the Chair together with the other members of the Selection Board may decide that the original decision was valid. In these circumstances, HR Management will notify the candidate of the outcome of the review and the recruitment process will continue. There is no further right of appeal to a short-listing decision.

If it appears that there may be grounds for an appeal relating to the interview process, the recruitment process will be paused until the appeal process concludes.

Notes

CLOSING DATE FOR RECEIPT OF APPLICATIONS is at 4.30pm on Tuesday 22nd April 2025. Late applications will not be accepted.

Have you:

- Completed your application form in full?
- Supplied correct and factual information?

DO NOT:

- Forward any certificates, references or CVs with the application form.
- Post hard copies of your application.
- Canvass any persons connected with Louth County Council or the Interview Board in relation to this post.
- Submit False or misleading information. This may lead to later termination of employment.

DO:

- Submit your through the Louth Council online recruitment portal before the deadline of **Tuesday 22nd April 2025.**
- Check for automated response to emailed application and keep as proof of date and time of application.
- In the event of no response to your email application please contact the HR Section the next day.

Louth County Council is an equal opportunities employer.

Canvassing will automatically disqualify.