

Title: Programme Manager

Laois Sports Partnership

Programme Manager

Job Description

The following is a non-exhaustive list of the primary duties of the Programme Manager. The appointed person will:

Strategy & Governance

- Assist with the development, delivery and reporting of the LSP's Strategy & Annual Operation Plan
- Provide direct support to the Coordinator and the LSP team to achieve a coordinated approach to the development of sport and physical activity throughout the community and for agreed target groups.
- Coordinate and manage reviews of the annual operational plan reporting on the effectiveness and impact of work areas.

Management & Programming

- Manage and coordinate the work activities of direct reports to achieve the goals and objectives of the LSP.
- Be responsible for leading staff, monitoring performance and identifying training and development needs.
- Plan and manage the work activities of work placement students, volunteers, coaches and tutors.
- Create and implement a comprehensive range of physical activity programmes and events for relevant target groups with a view to creating sustainable participation.
- Support the coordinator in implementing accurate and efficient reporting structures
- Manage and be responsible for programme budgets ensuring timelines and reporting structures are met and budgets adhered to.

Research/Evaluation

- Manage the implementation of a monitoring and evaluation framework for all projects, programmes and initiatives.
- Conduct research of participation in sport and physical activity in the community including, where relevant, needs analysis to identify suitable support to increase participation in sport and physical activity in the community and target groups.
- Prepare reports as appropriate relating to existing and proposed initiatives and present timely and relevant information and advice to the coordinator.
- Partnerships and Communication
- Develop relationships with appropriate partner organisations and local community groups to create links and encourage collaboration between partners.

- Work in partnership with stakeholders to share knowledge and information relevant to target groups in the community to identify the needs and demand for new activities.
- Support and guide clubs and communities with various issues as they arise.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Relevant Third Level Degree or 3 years' relevant experience 	
Experience	<ul style="list-style-type: none"> • Three-year relevant experience • Experience of project management • Strong experience in people management • Experience of the community and voluntary sector 	<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. • Good understanding of programme monitoring and evaluation • Experience of working in a project team
Skills and Competencies	<ul style="list-style-type: none"> • Strong IT, administrative and organisational skills • Ability to monitor and evaluate work and write reports. • 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. • Capacity to lead, organise and motivate staff. 	<ul style="list-style-type: none"> • Understanding of research and evaluation methods • Understanding of the public sector and local government environment

	<ul style="list-style-type: none"> • Experience in managing staff performance, address issues, identifies staff learning and training needs. 	
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 LSP team • Be motivated and committed to sports development and increasing opportunities for participation, in particular among hard-to-reach groups in local communities. • A commitment to on-going training and development. • A self-motivated approach to work 	

Additional Information

Salary Scale: Grade 6 administrative scale in line with the local authority grades commencing at €55,090.

Hours: 37.5 hours per week. The chosen candidate must be flexible, and willing to work some evening and weekends to accommodate the service needs, for which time off in lieu can be taken.

Annual Leave: 26 days annual leave.

Travel Expenses: Travelling expenses will be paid where appropriate.

Location: Portlaoise

Duration: Permanent contract subject to satisfactory completion of a 6-month probationary period.

Garda Vetting

The successful candidate will be required to complete the Garda Vetting process satisfactory to the Sports Partnership's requirements.

Training

A commitment to on-going training and development.

Short listing

Short listing of candidates may apply based in the information supplied. Canvassing will disqualify. Interviews will take place in Portlaoise.

If you are interested in applying for the position, please submit a statement of suitability and CV marked Ref: LSP Programme Manager via email to cmyers@laoissports.ie by **Midday Thursday 25th July 2024**.

Laois Sports Partnership is an Equal Opportunities Employer