



Adapted Physical Activity Centre

An Irish Sports Council / IT Tralee Initiative

CARA Adapted Physical Activity Centre

Vacancy: CARA APA Centre Manager (Specific Purpose Maternity Leave Cover)

Overview:

The CARA National Adapted Physical Activity Centre is committed to leading, coordinating and supporting developments in Adapted Physical Activity, Adapted Physical Education and Disability Sport. We are currently recruiting for the position of CARA Centre Manager (Specific Purpose Maternity Leave Cover)

The Position: CARA APA Centre Manager (Specific Purpose Maternity Leave Cover)

The appointed candidate will be responsible for the following activities:

- Management of CARA APA Centre staff and volunteers i.e. working hours, annual leave, staff payment, professional development etc.
- Manage the development and implementation of the National Training and Education Framework to provide a range of training and education opportunities to professionals working within the sport, physical activity and physical education delivery systems.
- Monitor, evaluate and provide supports and services to the Local Sports Partnerships National Sports Inclusion Disability Programme.
- Provide information, advice and guidance on adapted physical activity, adapted physical education and disability sport. In particular oversee the design and distribution of the National APA Newsletter- CARAFOCUS.
- Manage the recruitment of the annual CampAbilities coordinator position, planning of camp activities and fundraising and the implementation of the 4th National CampAbilities Ireland.
- Advocate for the inclusion of people with disabilities in sport, physical activity and physical education



Adapted Physical Activity Centre

An Irish Sports Council / IT Tralee Initiative

- Support, influence and offer advice to Local Sports Partnerships, National Governing Bodies, Disability Organisations, Schools, colleges and other sporting organisations involved in the provision of sport and physical activity and PE.
- Coordinate and support APA/APE research at a National and International level.
- Assist with and provide guidance to developments of both local and national sport and physical activity strategies which will encourage the inclusion of people with disabilities in sport and physical activity.
- Continue to maintain and develop international links and endeavour to ensure Ireland is represented internationally with regards to Adapted Physical Activity developments.
- Cooperate and work with major educational bodies and Institutes in promoting the areas of APA and APE.

The Candidate:

Applicants are required to hold a minimum honours degree or equivalent in a relevant qualification and must have the following:

1. Previous experience in the area of Adapted Physical Activity, Adapted Physical Education, Disability Sport and Sports Development
2. Managerial experience and leadership qualities, ability to work as part of a team and ability to work on own initiative with a flexible approach to work.
3. A Full Clean Drivers Licence

Following shortlisting, applicants if invited to interview will be assessed under the following criteria:

- Qualifications and Experience in the area of APA/APE/Disability Sport and Sports development (20)
- Managerial/leadership experience (20)
- Experience in budgeting, financial planning and fundraising (20)
- Team Working, Organisational Skills and Interpersonal Skills (20)
- Computing and IT Skills (10)
- Continuous Professional Development Plan (10)

In addition, at interview candidates will be requested to make a short presentation on a nominated topic.

The Application Process:

Those interested in the position are invited to submit a completed application form available for download under the jobs section of the CARA APA Centre website, www.caraapacentre.ie. Applications must be forwarded for the attention of The Manager, CARA National APA Centre, c/o IT Tralee, Clash, Tralee, Co. Kerry on or before 12 noon on Friday 25th of May. Applications received after the closing date will not be accepted. Interviews will take place the week commencing Monday 1st of June. Interviews will take place in Tralee. Please also ensure that those who you nominate as referees are contacted by you and will be able to supply a reference without delay if requested. The salary for the position is €40,000 per annum (paid monthly in arrears) depending on qualifications and experience. This is a specific purpose maternity cover contract and the appointed candidate will be expected to work a 39 hour week. The position may require flexibility in terms of evening and weekend work.

For further information please contact Niamh Daffy, Manager CARA APA Centre on 0667145646 or email cara@ittralee.ie