

COMHAIRLE CHONTAE NA hIARMHÍ

WESTMEATH COUNTY COUNCIL



Candidate Information Booklet

ESF + Social Innovation in Sport Officer

Grade V

2 Year Fixed Term Contract

Closing Time and Date:

4pm on Friday, 12th September 2025

Westmeath County Council is committed to a policy of equal opportunity.

WESTMEATH COUNTY COUNCIL



ESF + Social Innovation in Sport Officer Grade V

Table of Contents

Qualifications for the post	3
The Position	5
Competencies for the post	7
Particulars of the Post (including recruitment)	8

ESF+ Social Innovation in Sport Officer

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.

3. CITIZENSHIP

Candidates must, by the date of any job offer, be:

- A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or
- A citizen of the United Kingdom (UK); or
- A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
- A non-EEA citizen who is a spouse or child of an EEA or UK or Swiss citizen and has a stamp 4 visa; or
- A person awarded international protection under the International Protection Act 2015 or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa or
- A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or the UK or Switzerland and has a stamp 4 visa

4. EDUCATION, EXPERIENCE REQUIREMENTS

Candidate shall have:-

Essential

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

or

(b) Candidates should have a minimum of 5 years' relevant experience working with the target groups mentioned and stakeholder engagement

Desirable

(a) Further Education or Training relevant to the post in relation to physical activity, social integration/inclusion and D&I.

(b) Experience of facilitating physical activity and sports activities with people of differing abilities and/or from under-represented groups.

(c) An Understanding and Experience in the delivery and/or implementation of social innovation/ design of innovation programmes and use of design thinking principles.

(d) An in-depth knowledge and understanding of the lived experience of two or more target groups.

The successful candidate will be expected to have the following:

- Excellent communication skills (written and verbal) and interpersonal skills. Proficiency in MS Office (Word, Excel, PowerPoint and Outlook)
- Good organisational and time management skills.
- An understanding of research and evaluation methods and an appreciation of research integrity and the ethical issues of carrying out research with target populations.
- Effective team player in the context of a multidisciplinary team.
- Ability to work in a challenging environment.
- Health/safety and risk awareness
- Knowledge of the sport and physical activity sector and policies

Please ensure that copies of any relevant Qualification Certificates you may have are supplied along with the application form.

The Position:

Westmeath County Council invites applications from suitably qualified persons who wish to be considered on a panel from which a fixed term contract post for the position of ESF & Social Innovation in Sport Officer will be drawn. The ESF+ Social Innovation in Sport Officer will be based in the Sports Partnership Department and report to the Sports Partnership Co-Ordinator or other appropriate Line Manager in the Department. The duties of the office will involve activities outside normal working hours, including Evenings or Weekends, in this regard a system of time off in lieu will apply.

Roles and Responsibilities:

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

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 under-represented groups
- Promote skills and lifelong learning
- Tackle poverty and social exclusion Sport and Physical Activity will be used as mechanism to support these principles, and the Local Sport Partnerships will be the main drivers on this project locally.

The ESF + Social Innovation in Sport officer will work in collaboration with key local and national stakeholders to support the implementation of this policy.

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.

Responsibilities:

- 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.
- 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.

Diversity & Inclusion:

Sport Ireland and Local Sport Partnerships are committed to building a diverse sport sector and therefore strongly encourages applications from underrepresented 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.

ESF+ SOCIAL INNOVATION IN SPORT

Key Competencies

Candidates shortlisted for interview will be assessed at the interview under the following competencies using some/all of the indicators within each competency.

Knowledge, Experience & Skills
<ul style="list-style-type: none"> • Understanding of the role of ESF + Social Innovation in Sport Officer in the Local Authority • Range and depth of relevant experience. • Demonstrates required specialist knowledge, understanding and training for the role. • Up to date with current developments, trends and best practice in their area of responsibility. • Experience of working as part of a multi-disciplinary team. • Experience of preparing and presenting reports. • Understanding of the structures and environment within which the local authority sector operates
Delivering Results
<ul style="list-style-type: none"> • Positively contributes to the development of operational plans and leads the development of team plans • Plans and prioritises work and resources effectively having regard to corporate priorities and operational objectives • Establishes high quality service and customer care standards • Acts decisively and makes timely, informed and effective decisions, pinpointing critical information and addresses issues logically • Proactively identifies areas for improvement and develops practical suggestions for their implementation
Performance Through People
<ul style="list-style-type: none"> • Leads by example to motivate and engage employees to achieve high-quality outcomes and customer service. • Effectively manages performance of individuals and teams to achieve operational plans, targets and objectives • Effectively identifies and manages conflict • Acts as an effective link between staff and senior management • Has effective communication skills
Personal Effectiveness
<ul style="list-style-type: none"> • Take initiative and seek opportunities to exceed goals • Manage time and workload effectively • Maintain a positive, constructive and enthusiastic attitude to their role • Has a strong knowledge and understanding in relation to statutory obligations of Health and Safety legislation and its application in the workplace • Keeps up to date with current developments, trends and best practice in their area of responsibility • Demonstrates the required specialist knowledge, understanding and training for the role

WESTMEATH COUNTY COUNCIL



ESF+ SOCIAL INNOVATION IN SPORT OFFICER **PARTICULARS OF OFFICE**

1. The Post

A panel will be formed from which fixed term posts may be filled.

2. Salary

The salary shall be fully inclusive and shall be as determined from time to time. Holders of the post will be paid at the appropriate point on the salary scale in accordance with the relevant Department Circular.

The current salary scale applicable to the post is :- €51,722 per annum to €61,865 per annum (including LSI's)

New Entrants to the Local Authority Service commence on the 1st point of the scale in accordance with current Government Policy as set out in Department of the Environment Circular Letter EL 02/2011 of 28th January 2011 and Circular EL 05/2016 dated 5th February 2016.

Remuneration is paid fortnightly by PayPath directly to the employee's nominated bank account. The current pay cycle may be revised during the period of employment.

Remuneration is subject to all statutory deductions e.g. PAYE and PRSI. Increments are paid annually subject to satisfactory attendance, conduct and performance and national agreements. Increments may be withheld if performance, attendance and/or conduct are not satisfactory.

3. Superannuation and Retirement

Membership of the Local Government Superannuation Scheme or the Single Public Service Pension Scheme is compulsory for all employees. Details of the relevant scheme will be provided to the appointee prior to appointment.

A person who becomes a pensionable employee of a local authority who is liable to pay the Class A rate of PRSI contribution will be required in respect of superannuation to contribute to the local authority at the rate of 1.5% of 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 dependant or qualified children). A person paying Class A rate of PRSI who becomes a pensionable employee of a local authority will be required in respect of the Local Government (Spouses and Children's Contributory Pension) Scheme to contribute to the local authority at the rate of 1.5%

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 dependant or qualified children).

A person who becomes a pensionable officer of a local authority who is liable to pay the Class D rate of PRSI contribution will be required in respect of his/her superannuation to contribute to the local authority at the rate of 5% of pensionable remuneration. A person paying Class D rate of

PRSI who becomes a pensionable Officer of a local authority depending on their existing scheme, may be a member of a dependent scheme i.e. either the Local Government (Widows & Orphans Contributory Pension) Scheme or Local Government (Spouses and Children's Contributory Pension) Scheme and if a member of either scheme will be required in respect of this to contribute to the local authority at the rate of 1.5% of pensionable remuneration in accordance with the terms of the scheme.

Employees are admitted to the Superannuation Scheme in accordance with the terms of the Local Government Superannuation (Consolidation) Act, 1998 and the Superannuation (Miscellaneous Provisions) Act 2004, with effect from date of appointment. This scheme is contributory and provides pension, retirement and death gratuities.

In order for a new entrant to the scheme to qualify for a pension, he/she must have served a minimum of two years employment in a local authority.

For new entrants under the Single Public Service Pension Scheme, effective from 1st January 2013, superannuation contributions are as follows: 3.5% of net pensionable remuneration and 3% of pensionable remuneration. Pension and retirement lump sum will be based on career-average pay; pensions will be co-ordinated with the State Pension Contributory

Public Service Pensions (Single Scheme and Other Provisions) Act 2012: The compulsory retirement age for new entrants as defined by the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 is 70 years. Minimum pension age of 66 years, rising to 67 years and 68 years in line with State Pension age changes, is applicable.

Public Service Superannuation (Miscellaneous Provisions) Act, 2004:

There is no mandatory retirement age for 'New Entrants' from 1st April, 2004 to the public service as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004. 65 years is the minimum age at which a person may be paid. As a new entrant to the public service, under the terms of this legislation, new entrants will not be required to retire on grounds of age.

Anyone who is not a 'New Entrant' to the public service, defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004 is subject to compulsory retirement age of 70 years.

4. Probation

There shall be a period after appointment takes effect during which the person appointed shall hold office on probation.

- (a) such period shall be one year, but the Chief Executive may at his/her discretion extend such period;
- (b) the person appointed shall cease to hold office at the end of the period of probation unless during such period the chief executive has certified that the service of the person in such office is satisfactory.

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.

5. Annual Leave

The annual leave entitlement shall be **30 days** per annum. 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 1997 and local agreements which may apply from time to time.

6. Working Hours

Normal working hours are 35 hours per week. Duties may require the successful applicant to work outside of normal hours i.e. attendance at evening/weekend, training. All hours worked will be subject to the provision of Organisation of Working Time Act, 1997 as amended.

You may be required to complete a time sheet in accordance with the Organisation of Working Time Regulations, 2001.

7. Sick Leave

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

8. Location

Westmeath County Council reserves the right to assign the successful candidate to any premises in use by the Council, now or in the future.

The person appointed will be required to report to their place of work by their own means of transport and at their own expense.

9. Code of Conduct/Organisation Policies

Employees are required to adhere to all current and future Westmeath County Council codes of practice including Code of Conduct of Employees and all current and future organisational policies.

10. Training

It is a condition of employment that successful candidates will be required to participate in training programmes relevant to the skills for the performance of the duties attached to the post.

11. Safety and Welfare

Westmeath County Council as an Employer is obliged to ensure, so far as it is reasonably practicable the Safety, Health and Welfare at Work of all its employees. Under the Safety, Health and Welfare at Work Act 2005, the County Council has a legal duty to exercise all due care and take all protective and preventative measure to protect the Safety, Health and Welfare of its employees. The holder of the post shall co-operate with the terms of Westmeath County Council Safety Statement and Major Emergency Plan. He/she shall familiarise him/herself with the safety rules and procedures and make proper use of all safety clothing and equipment.

All employees also have a legal obligation under Safety and Health legislation to co-operate with management and not engage in any improper conduct or behaviour or do anything which would place themselves or others at risk. Employees must not be under the influence of an intoxicant at the place of work.

Employees must comply with all Safety and Health rules and regulations and attend all required Safety and Health Training.

12. Driver's Licence & Insurance

The post holder shall hold a full driving licence for Class B vehicles, as he/she will be required to use your motor car in the course of their duties and for this purpose provide and maintain a car to the satisfaction of the Council. It is the responsibility of the post holder to arrange insurance cover for business use and to indemnify Westmeath County Council with the indemnity specified on your insurance certificate under the heading "Persons or classes of person who are covered". Travelling and subsistence expenses incurred in the course of official duties will be refunded in accordance with the relevant Department Circulars and Local Authority Travel and Subsistence Policy.

If, during your employment, your licence is revoked, even temporarily, or if you receive endorsements on your licence which may affect your duties you are obliged to notify the Council immediately.

13. Garda Vetting

Successful candidates may be subject to Garda Vetting in advance of appointment to the position.

14. Employee Benefits

- Examples of some of the current Employee Benefits include:
- Allocation of 30 Days Annual Leave per annum (pro-rata)
- Access to Flexi Time Scheme
- A range of Family Friendly Policies
- Availability of an Optical Benefit Scheme
- Availability of a Cycle to Work Scheme
- A range of Learning and Developmental Opportunities
- Paid Maternity and Paternity Leave
- Option to become a member of Westmeath County Council's Social Club
- State of the art office accommodation in our Civic Headquarters
- Automatically entered into a pension scheme
- Access to the services provided under Westmeath County Council's Employee Assistance Programme

15. Recruitment:**Shortlisting**

Westmeath County Council reserves the right to shortlist applications. Shortlisting may take the form of either a desktop-shortlisting process (based on the information provided by the candidate in their completed application form) or a shortlisting interview.

The information you supply in the application form will play a central part of the shortlisting process. Westmeath County Council's decision to include you on the shortlist of candidates going forward to the next stage of the process may be determined based on this information. The application forms will be examined against pre-determined criteria based on the requirements for the position. It is therefore in your own interest to provide a detailed and accurate account of your relevant qualifications/experience on your application form. Based on examination of the application form, candidates will be selected who appear to be most suitable for the position.

You will be contacted in relation to any interview dates and times. The onus is on you to attend for interview on the dates and times allocated.

Competitive Interview:

Selection will be by means of a competition based on an interview conducted by or on behalf of the local authority. The number of persons to be invited shall be determined by the Local Authority having regard to the likely number of vacancies to be filled.

Candidates will be required to pay any expenses incurred by them in attending the interview.

A panel may be formed on the basis of such 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 panel be appointed as appropriate vacancies arise.

16. Taking Up Appointment

Westmeath County Council shall require a person to whom an appointment is offered to take up such appointment within a period of four weeks and if he/she fails to take up the appointment within such period or such longer period as the local authority in its absolute discretion may determine, the local authority shall not appoint him/her.

17. Medical

Where a permanent post is being filled, it will be necessary for each successful candidate, before he/she is appointed, to undergo, a medical examination by the local authority's Occupational Health Medical Advisor. On taking up appointment, the expense of the Medical Examination will be refunded to the candidate.

18. Reference/Documentary Evidence

Candidates are required to submit documentary evidence to the local authority in support of their application. Copies of Certificates will be accepted to confirm eligibility before interview stage but if a candidate is offered a position, the original Certificate from the relevant University/College/Institution will be required before the candidate is appointed. The onus is on the candidate to request these before their appointment.

If your qualification was received outside of Ireland, it will be necessary to submit a statement from the National Qualifications Authority of Ireland confirming the level to which your qualification is deemed equivalent. If this statement is required, please ensure that it is applied for immediately. The onus is on candidates to establish eligibility in their application form.

The admission of a person to a competition, or invitation to attend an interview, is not to be taken as implying that Westmeath County Council is satisfied that such person fulfils the requirements of the competition or is not disqualified by law from holding the position and does not carry a guarantee that your application will receive further consideration. It is important, therefore, for you to note that the onus is on you to ensure that you meet the eligibility requirements for the competition before attending for interview. If you do not meet the essential entry requirement but nevertheless attend for interview you will be putting yourself to unnecessary expense. Prior to recommending any candidate for appointment to this position Westmeath County Council will make all such enquiries that are deemed necessary to determine the suitability of the candidate.

19. Garda Vetting

Successful candidates may be subject to Garda Vetting and Child Protection Procedures in advance of appointment to the position.

20. Canvassing

Any attempt by a candidate, or by any person(s) acting at the candidate's instigation, directly or indirectly, by means of written communication 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 being sought

21. Deeming of candidature to be withdrawn

Candidates who do not attend for interview or other test when and where required by Westmeath County Council, or who do not, when requested, furnish such evidence as Westmeath County Council require in relation to any matter relevant to their candidature, will have no further claim to consideration.

22. Data Protection

The General Data Protection Regulation (GDPR) came into force on the 25th May, 2018 replacing the existing data protection framework under the EU data Protection Directive. The personal information (data) collected on the application form, including any attachments, (which may include the collection of sensitive personal data) is collected for the purpose of processing this application and any data collected is subject to Westmeath County Council's privacy statement which can be found at <https://www.westmeathcoco.ie/en/ourservices/yourcouncil/privacyanddata/>

23. Closing Date

The completed application form must be **EMAILED** to recruitment@westmeathcoco.ie not later than **4.00pm on Friday, 12th September 2025**

Applications should be submitted as one PDF document via email ONLY to recruitment@westmeathcoco.ie with the subject line "Last Name, First Name – "ESF+ Sport Officer" e.g Bloggs, Joe ESF+ Sport Officer. **Only applications received via email will be accepted.**

NOTE: Please send your completed application from an email address that you will review regularly as communication during the assessment/selection period will only be through your nominated e-mail address.

The onus is on the applicant to ensure that s/he is in receipt of all communications from the Council. Westmeath County Council accepts no responsibility for communication not accessed or received by the applicant.