

**Clare Local Sports Partnership**  
**Programme Manager**  
**Job Description**

**Position Title:**

Programme Manager

**Roles and responsibilities:**

The following is a non-exhaustive list of the primary duties of the Programme Manager.

**Strategy & Governance**

- Assist with the development, delivery and reporting of the LSP's Strategy & Annual Operation Plan
- Provide direct support to the CEO 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 a team of highly motivated and experienced staff, monitoring performance and identifying training and development needs.
- Plan and manage the work activities of work placement students, volunteers, coaches and tutors.
- Support the CEO 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.
- Identify and secure external funding streams to enhance organisational growth and sustainability.

**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 CEO.

**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.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>Relevant Third Level Degree (s) and / or 8 years' relevant experience in the areas of community development, community sports development, project and programme management or other relevant fields.</li> </ul>	
Experience	<ul style="list-style-type: none"> <li>Identified relevant experience in working in the community, voluntary, community sports development sector.</li> <li>Proven track record of project / programme management.</li> <li>Proven track record of people management and development in the professional setting.</li> <li>Proven track record of identifying and securing sustainable significant funding opportunities through channels such as European, philanthropic or corporate sources.</li> <li>Proven track record of facilitating meetings with peers, agencies and in the community setting.</li> </ul>	<ul style="list-style-type: none"> <li>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.</li> <li>Solid understanding of programme monitoring and evaluation.</li> <li>Good understanding of the principals of good governance in the not-for profit sector.</li> <li>Experience of working in a project Team.</li> </ul>
Competencies	<ul style="list-style-type: none"> <li>Ability to develop and execute program strategies aligned with organisational goals.</li> <li>Experience in managing staff performance, address issues, identifies staff learning and training needs, facilitating a growth mindset.</li> <li>Strong leadership skills to guide and inspire a cross-functional team toward achieving program objectives.</li> <li>Collaborative approach to foster teamwork, inclusivity, and a positive working environment.</li> <li>Excellent verbal and written communication skills for effective stakeholder engagement, reporting, and documentation.</li> <li>Competence in budget planning, allocation, and monitoring to ensure financial goals are met.</li> </ul>	<ul style="list-style-type: none"> <li>Understanding of research and evaluation methods.</li> <li>Understanding of the public sector and local government environments.</li> </ul>

Skills	<ul style="list-style-type: none"> <li>• Strong IT, administrative and organisational skills.</li> <li>• Ability to monitor and evaluate work and write reports.</li> <li>• Strong verbal and written command of English.</li> <li>• All relevant permissions / permits to work in Ireland.</li> <li>• Full Clean Irish Drivers Licence and access to a car.</li> </ul>	
Attitude and Motivation	<ul style="list-style-type: none"> <li>• Awareness of the importance and value of participation in sport / active recreation</li> <li>• A constructive, positive and progressive attitude to working as part of the LSP team</li> <li>• Be motivated and committed to sports development and increasing opportunities for participation, in particular among hard-to-reach groups in local communities.</li> <li>• A commitment to on-going training and development.</li> <li>• A self-motivated approach to work.</li> </ul>	

**Other details:**

**Job Location:**

This position is based in our offices in Ennis, County Clare. Given the nature of the position, the successful candidate will be based onsite, with some flexibility for remote working which can be discussed at offer stage.

**Contract Duration:** The initial contract for this position will be 3 years, fulltime.

**Salary:** The starting salary for this position is €53,345

**Who can I speak to about this position?**

If you want to have an informal conversation regarding this position, please email [cathy@claresports.ie](mailto:cathy@claresports.ie) to set up a call with the CEO.

## How to apply?

Applications for this position close on Friday 26<sup>th</sup> January 2024 at 4pm. No late applications will be accepted.

To apply, please send the items listed below by email to [cathy@claresports.ie](mailto:cathy@claresports.ie) and clearly mark the subject 'Programme Manager'.

- 1) Up to date Curriculum CV. Include the names of two referees that can be contacted following your interview. One of these must be your current employer. We do understand that you may not want to disclose to your current employer at this time that you are applying for alternative employment. We will respect that and contact you prior to contacting them.
- 2) A letter of application highlighting why you think that you are suitable for the position. Within this letter, refer to the areas of competences outlined, giving high-level examples. Please also indicate the notice period you would need to work, should you be successful.

## After applying what happens?

Shortlisting for this position will happen once the application process has been completed. Interviews will take place on the week of the 12<sup>th</sup> February. A further round of interviews may be needed to select the successful candidate.

Clare Local Sports Partnership CLG is an equal opportunities employer. Canvassing for this position will disqualify you from progressing.