



PART-TIME JOB SPECIFICATION

Atlantic Community Sports Hub Coordinator

Locations: Atlantic Sports Hub Lisdoonvanra, Clare Sports Partnership Office, Ennis

Community Sports Development Officer (CSDO)

(Part-Time Position – 20 hours per week)

General

The Atlantic Community Sports Hub aims to increase participation in physical activity by maximising community resources, supporting local clubs, and reducing barriers to engagement. With support from Sport Ireland and Clare Sports Partnership, the Hub will provide inclusive opportunities for all.

The part-time CSDO will support programme delivery, community engagement and activation within Lisdoonvarna/North Clare. While the scope mirrors the full-time role, the part-time position emphasises programme delivery, community engagement and support for **key operational tasks** rather than full-scale project management.

Key Duties & Responsibilities

1. Programme Delivery & Community Activation

- Support the delivery of physical activity programmes, workshops and events in Lisdoonvarna/ North Clare
- Engage with local clubs, schools and community organisations to identify needs and opportunities.
- Prioritise outreach to underrepresented groups including older adults, youth and people with disabilities.
- Assist in building local capacity by supporting community volunteers and leaders.

2. Planning & Administrative Support

- Contribute to the implementation of the Atlantic Community Sports Hub Plan.
- Assist in programme evaluation, participant tracking and KPI monitoring.
- Support data collection, reporting and documentation tasks.
- Maintain communication with stakeholders and participate in relevant meetings.

3. Marketing & Promotion

- Support social media promotion, newsletters and local PR activity.
- Maintain participant databases and programme communications.
- Promote awareness and visibility of all Hub activity.

4. Health, Safety & Governance

- Ensure compliance with safeguarding requirements and Garda vetting procedures.
- Support safe programme delivery and facility standards.
- Report any incidents following established procedures.

Person Specification

Qualifications

- Level 7 or higher qualification in a relevant field (sports development, health promotion, fitness, community development).

Experience

- At least **2 years' experience** in sports, community, youth or physical activity sectors.
- Experience delivering programmes and engaging with community groups.

Skills

- Strong communication and interpersonal skills.
- Ability to deliver sessions confidently and inclusively.
- Good organisational and administrative skills.
- Proficient in IT and social media communication.

Attitude

- Positive, energetic and community-focused.
- Ability to work independently with limited supervision.

Transport

- Full clean driving licence and access to transport.

Salary

- Local Authority scale Grade 4 point 2 (pro rata)

Application Process

Application for this position is by way of:

1) Up-to-date Curriculum Vitae showing relevant examples of required experience

2) A statement of suitability (1000 words max) for the post including, but not limited to, the following headings:

- Understanding / Experience to date working with groups that traditionally face barriers when it comes to sports participation.
- Understanding / Experience of what the development needs of sports club are.
- Understanding / Experience of community sports development.

Interviews will take place the first week of November