



**Tipperary Sports Partnership & Canoeing Ireland
Hub Co-ordinator / Canoeing Project Officer
(5 days a week, one year contract)**

Job Description

General

The Hub Co-ordinator / Canoeing Project Officer will be based in Clonmel. They will report to the Sports Co-ordinator in Tipperary Sports Partnership and the CEO in Canoeing Ireland. They will work with the relevant organisations and individuals to develop, co-ordinate and implement a comprehensive plan to promote, attract and develop sustainable usage of the new Outdoor Community Sports Hub and develop Canoeing both locally on the River Suir and nationally. The position will be based on a shared time format between Tipperary Sports Partnership and Canoeing Ireland.

The individual will also work closely with Tipperary County Council, local Canoe clubs, schools, community based organisations to promote the new facility/amenity as a venue for sustainable community sport and physical activity.

Overall Purpose of Position:

To assist Tipperary Sports Partnership & Canoeing Ireland in achieving its core objectives of:

- Ensuring delivery of Canoeing Ireland programmes and targets.
- Developing partnership and co-ordination between the relevant local statutory and voluntary bodies, maximizing their involvement in the development of canoeing in the county.
- Support the existing canoe clubs on the River Suir in their club development plans through governance, club structure and programmes.
- Deliver canoeing programmes to key target communities as agreed by Tipperary Sports Partnership and Canoeing Ireland including; schools, youth groups, clubs and organisations.
- To support appropriate structure to develop a social enterprise initiative around canoeing in order to sustain canoeing activity and identify sustainable income streams to support the social enterprise.
- Increase participation and the opportunities for participation in canoeing and on the River Suir Blueway and nationally.
- Promote the Community Sports Hub as a venue for sustainable outdoor adventure and physical activity.

Specific Responsibilities:

Reporting to Tipperary Sports Partnership Sports Coordinator on an ongoing basis and CEO Canoeing Ireland on a periodic or as required basis, the Hub Coordinator / Canoeing Project Officer will have responsibility for the implementation of current and future development programmes of the Tipperary Sports Partnership and Canoeing Ireland including inter alia:-

- Education:**
 - Planning, organising and delivery of education & skills training including upskilling of volunteers through various programmes and Club structures within Clonmel.
 - Drive upskilling of personal and Instructor skills regionally and nationally within club facilities.

- Development:**
 - Assist in the planning and organisation of the Events in Clonmel.
 - Organise and implement appropriate training and education activity for schools, adult groups, socially excluded groups, youth groups and people with disabilities.
 - Organise and implement Summer / Easter camp programmes.
 - Deliver programmes to key target communities.
 - Assist in the hosting of Slalom, Wild Water Racing, Marathon & Freestyle activities in Clonmel in association with national discipline committees.

- Facility Development:**
 - Assist stakeholders in facility grant applications.
 - Make maximum use of the River Suir and its facilities.

- Management Processes:**
 - Adhere to all management processes, procedures and financial process as directed by the CEO of Canoeing Ireland and Co-ordinator of Tipperary Sports Partnership and / or persons nominated by them.
 - An agreed annual work programme must be developed, agreed and implemented.
 - Supply reports on dates outlined by the Canoeing Ireland CEO and Sports Partnership Co-ordinator.
 - Administrate all courses and activities including payments.

- Promotion of Canoeing:**
 - Work in cooperation with all stakeholders to promote the sport of Canoeing and develop the Community Sports Hub on the River Suir.
 - Identify and assist local community initiatives



which may benefit the development of the River Suir Community Sports Hub, outdoor adventure and the sport of canoeing.

- Support the development of communications promoting Suir Blueway Community Sports Hub and canoeing.
- To support appropriate structures to develop a social enterprise initiative around canoeing in order to sustain canoeing activity and identify sustainable income stream to support the social enterprise.

- Administration**
- Support the launch of the Community Sports Hub and River Suir Blueway
 - Assist in the implementation of the Canoeing Ireland Provider Registration System.
 - Assist in Canoeing Ireland events.

The post is a one year contract, subject to satisfactory completion of a 3 month probationary period. The Hub Co-ordinator / Canoeing Project Officer will work 37 hours a week. Some flexibility of hours will be required for evening and/or weekend work to accommodate the service needs, for which time off in lieu can be taken. The Salary is on the Grade IV local authority scale. Travelling expenses will be reimbursed where appropriate from the office base in Clonmel.

Interviews will be held at Tipperary County Council Offices in Clonmel.

Interested applicants should send a CV and Cover Letter by email to office@canoe.ie or by post to CEO, Canoeing Ireland, Irish Sport HQ, National Sports Campus, Blanchardstown, Dublin 15.

Closing date for receipt of Application: - End of business, 2nd February 2018



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Personal Specification**

Health

Candidates shall be in a state of health which would indicate a reasonable prospect of ability to render regular and efficient service.

Qualifications & Experience

- Canoeing Ireland Level 3 Instructorship at minimum.
- Relevant degree in Sports Development, Leisure Management, Health & Fitness & Leisure Studies or equivalent is desirable.
- Three years experience working in the sports development / community sector.
- An understanding of the community and voluntary sector and sports and recreation environment and of motivating those sectors with lower participation characteristics to become involved.
- Experience in the delivery of Canoeing programmes and activities.

Skills

- Ability to consult, communicate and network appropriately and effectively with all sectors of the community.
- Ability to monitor and evaluate work and write reports.
- Strong administrative and organisational skills.
- Ability to co-ordinate and facilitate events.
- Ability to deliver a range of canoeing programmes and activities.
- Ability to produce and access information efficiently and accurately.
- Excellent communications, presentation and facilitation skills.
- Ability to advise, inform, motivate and support individuals and organisations.
- Ability to prepare, monitor and manage budgets.
- Ability to produce good quality publicity material.
- Good I.T. skills.

Attitude and Motivation

- A constructive, positive and progressive attitude to working as part of a team and an ability to develop partnerships with the wider community.
- A self-motivated approach to work.
- An awareness of the role and importance of both coordinated and inter-agency responses to local and national canoeing needs.

Transport

- A full clean driving license and use of personal transport for work is required.
- Willingness and ability to travel.
- Ability to transport equipment as required.
- Full Clean Mini Bus License is desirable.