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Position of ASPIRE Graduate with Offaly Sports Partnership

Candidate information booklet

Closing date for receipt of applications is

4 p.m. Thursday 3rd December 2020

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**Overview**

***The Sport Ireland ASPIRE Programme***

ASPIRE is a graduate employment programme that is being funded by Sport Ireland. This programme has been approved by Government with support from the Dormant Accounts Fund.

The aim of this programme is to enable a number of recently qualified sport and physical activity graduates to gain relevant experience working in the sports sector and to develop relevant skills and knowledge.

The successful graduate will receive an 11-month contract and will work directly for Offaly Sports Partnership. Offaly County Council are responsible for the recruitment and selection of the graduate.

***Job Summary***

The role of the ASPIRE Graduate will be to support and coordinate programmes and projects in association with the organisation’s business departments / units, stakeholders and volunteers.

The successful individual will perform a wide range of practical and administrative duties to support the organisation.

This placement offers the successful graduate a significant opportunity to gain relevant experience and to potentially advance their career in the sports sector.

Previous experience in a similar role is notrequired.

Offaly County Council is an equal opportunities employer

**Details & Particulars of the post**

***The post*** The ASPIRE graduate position is an 11-month whole time temporary contract on the basis of 37.5-hour five-day week

***Salary*** €25,000 per annum, pro rata over 11 months: -

* the salary shall be fully inclusive and shall be as determined from time to time.
* the holder of the position shall pay to the Local Authority any fees or other monies (other than inclusive salary) payable to or received by such holder by virtue of the position or in respect of services, which are required by or under any enactment to perform.

***Residence*** Holders of the position shall reside in the district in which their duties are to be performed or within a reasonable distance thereof.

**Work Base**

* the position of ASPIRE Graduate is assigned to Offaly Sports Partnership; and will initially be based in the offices of Offaly County Council, Aras an Chontae, Charleville Road, Tullamore.
* Offaly County Council reserves the right to assign the post holder to any premises now or in the future.
* changes in desk location of employment will not result in payment of disturbance money or other compensation.

**Working Hours**

* the working hours at present provide for a 37.5 hour working week and are subject to change in accordance with Public Service Agreements / legislative requirements.
* the working hours may be reviewed at any time by the Council.
* the post will require flexibility in attending meetings; and working outside of normal hours, including at weekends, as necessary. No additional remuneration will be paid in respect of such activities, but time off in lieu may operate on an agreed basis.

***Annual leave*** 30 days per annum, pro rata over 11 months

***Travel***

* holders of the post shall hold a full driving licence for class B vehicles and shall drive a motor car in the course of their duties and for this purpose, provide and maintain a car to the satisfaction of the local authority.
* Offaly County Council, as the employer, must be indemnified on your motor car insurance policy.
* travelling expenses and subsistence expenses necessarily incurred in the course of official duties will be refunded at the appropriate rates and subject to the regulations applicable in the local authority service and approved by the Chief Executive.

***Duties & Responsibilities*** The duties of the employment are to give to: -

1. Offaly County Council under the control of the Chief Executive or her nominee and
2. to any other local authority or body with which an agreement has been made by the local authority

such appropriate services of an administrative, supervisory or management nature as may be required by any local authority or body hereinbefore mentioned in the exercise and performance of any of its powers, functions and duties, and to exercise such powers, functions and duties as may be delegated to them by the Chief Executive from time to time including the duty of servicing all committees that may be established by any such local authority or body.

The holder of the employment will, if required, act for an employee of a higher level, if qualified to do so.

Duties include, but are not limited to: -

* supporting the team / organisation in achieving project / programme objectives.
* coordinating and having direct responsibility for a project or a specific set of tasks related to a project / programme.
* performing ad hoc duties as required.
* supporting general office administration duties which may include maintaining programme records, monitoring and evaluation of programmes.
* supporting and assisting in the development and delivery of Sports Partnership community and physical activity initiatives.
* supporting the sports partnership team in the coordination of delivery of key outreach programmes throughout the year.
* completing key tasks in the lead up to each programme.

***Recruitment***

* selection shall be by means of an open competition based on an interview conducted by or on behalf of the local authority.
* 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. The life of the panel will not be more than one year from the date of interview.
* Offaly County Council may decide, by reason of the number of persons seeking admission to the competition, to carry out a shortlisting procedure. The shortlisting procedure may take the form of desktop shortlisting of candidates on the basis of information contained in their application form.
* the number of persons to be invited in these circumstances to interview, shall be determined by Offaly County Council from time to time, having regard to the likely number of vacancies to be filled.

**Garda Vetting** Garda vetting will be sought in respect of any candidate being offered a role with the sports partnership

**Taking up Appointment** The local authority shall require a person to whom an appointment is offered, to take up such appointment within a period of not more than four weeks, and if they fail to take up appointment within such period or such longer period that the local authority in its absolute discretion may determine, the local authority shall not appoint the person.

**Child Protection** The ASPIRE Graduate will undertake Child Protection Training, if not already completed.

**Probation** The following probationary provisions shall apply: -

* there shall be a period after appointment takes effect during which such persons shall hold the post on probation;
* such a person shall cease to hold the position at the end of the period of probation, unless during this period the Chief Executive has certified that the service is satisfactory;
* the period at (a) above may be terminated on giving one weeks’ notice as per the Minimum Notice and Terms of Employment Acts;
* there will be assessments during the probationary period.

**Superannuation**

* persons who become pensionable employees of a local authority under the Single Public Service Pension Scheme will be required in respect of their superannuation to contribute 3.5% of net pensionable remuneration and 3% of pensionable remuneration. The Single Scheme applies to all first-time new entrants to the public service, as well as to former public servants returning to the public service after a break of more than 26 weeks.
* persons who become pensionable employees of a local authority under the Local Government (superannuation) (consolidation) scheme 1998; and who are liable to pay class A rate of PRSI contribution will be required in respect of their superannuation to contribute to the local authority at the rate of 1.5% of their pensionable remuneration plus 3.5% of net pensionable remuneration (i.e. pensionable remuneration less twice the annual rate of State Pension Contributory payable at the maximum rate to a person with no adult dependant or qualified children).
* persons who become pensionable employees of a local authority under the Local Government (superannuation) (consolidation) scheme 1998; and who are liable to pay class D rate of PRSI contribution will be required in respect of their superannuation to contribute to the local authority at the rate of 5% of their pensionable remuneration.
* persons who become pensionable employees of a local authority under the Local Government (superannuation) (consolidation) scheme 1998 may be required to contribute to the Dependants Pension Scheme.
* persons who become pensionable employees 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 their pensionable remuneration in accordance with the terms of the scheme.
* in order to qualify for a pension, the post holder must have served a minimum of two years (24 months) employment in an approved public body.

***Retirement Age***

* appointees who are deemed not to be “new entrants” as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004, retirement is compulsory on reaching 70 years of age.  Such appointees have a minimum retirement of 60 years of age.
* new entrants as defined by the Public Service Superannuation (Miscellaneous Provisions) Act 2004 have a minimum retirement age of 65.
* single scheme members as defined by the Single Scheme and Other Provsions Act, 2012 defines the minimun retirement age is in line with the statutory changes of the State Pension (currently 66) and a compulsory retirement age of 70.

**Qualifications for the post**

***Character*** Each candidate shall be of good character.

***Health*** Each candidate shall be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

***Education, Training, Experience, etc.***

*Essential requirements for the post* Candidates shall, on the latest date for receipt of completed application forms for the post: -

1. have graduated with a Masters or Primary Degree in the area of Sport or Physical Activity between January 2019 and November 2020.
2. be currently unemployed, i.e. not in current employment (Sport Ireland may seek proof that a candidate is unemployed prior to being offered a position on the ASPIRE programme)
3. be available for the 11-month contract duration.
4. be eligible to work in Ireland on a full-time basis.
5. be eligible for timely Garda Vetting.

*Desireable requirments for the post* It is desirebale that the succesful candidate demonstrates that they have: -

* excellent Microsoft Office skills
* the ability to set priorities and meet deadlines
* strong communication skills
* a constructive, positive and progressive attitude to working as part of the Sports Partnership’s team
* an ability to develop partnerships with the wider community
* a self-motivated approach to work.
* passion for sport, physical activity and health
* excellent written and spoken English
* have a full clean driver’s licence and access to your own transport.

***References / Documentary Evidence:***

* each candidate will be required to submit as references the names and addresses of two responsible persons to whom they are well known but not related, at least one of whom must be a former employer.
* candidates may be required to submit documentary evidence to the local authority in support of their application.

**Competencies**

This is a competency-based interview, and candidates are expected to be able to demonstrate in their application and at interview that they possess the following four competencies through the experience and skills they have gained to date.

Key competencies for the post include the following and candidates will be expected to demonstrate sufficient evidence within their application form of competence under each of the following headings: -

1. ***Teamwork***

* shows respect for colleagues and co-workers
* develops and maintains good working relationships with others, sharing information and knowledge, as appropriate
* offers own ideas and perspectives
* understands own role in the team, making every effort to play his/her part

1. ***Information Management / Processing***

* approaches and delivers all work in a thorough and organised manner
* follows procedures and protocols, understanding their value and the rationale behind them
* keeps high quality records that are easy for others to understand
* draws appropriate conclusions from information

1. ***Delivery of Results***

* takes responsibility for work and sees it through to the appropriate next level
* checks all work thoroughly to ensure it is completed to a high standard and learns from mistakes
* identifies and appreciates the urgency and importance of different tasks
* demonstrates initiative and flexibility in ensuring work is delivered
* is self-reliant and uses judgment on when to ask manager or colleagues for guidance

1. ***Customer Service & Communication Skills***

* actively listens to others and tries to understand their perspectives/ requirements/ needs
* understands the steps or processes that customers must go through and can clearly explain these
* is respectful, courteous and professional, remaining composed, even in challenging circumstances
* can be firm when necessary and communicate with confidence and authority
* communicates clearly and fluently when speaking and in writing

**Communications**

Offaly County Council will contact you when necessary at each stage of the competition by phone, post or email. It is strongly recommended that you do not change your email address or mobile phone number in the course of this recruitment competition, as any email will be sent to the email address originally supplied on your application form.

It is important to note that the email address you provide when applying must be one that you can access at all times. The onus is on the applicant to inform the Human Resources Department of any change in postal address throughout the recruitment and selection campaign. This can be done by emailing [persoff@offalycoco.ie](mailto:persoff@offalycoco.ie)

The onus is also on each applicant to ensure that they are in receipt of all communication from Offaly County Council. Offaly County Council does not accept responsibility for communications not accessed or received by an applicant.

**Application process**

***Stage 1 – closing date for submission of application form***

* applications together with copies of relevant qualifications should be posted directly to the Senior Executive Officer, Human Resources, Offaly County Council. Aras an Chontae, Charleville Road, Tullamore on or before **4.00pm on Thursday 3rd December 2020.**
* failure to submit all of the required documentation with your application will result in your application being invalid and you will not be permitted to proceed any further in the selection process.
* application forms, once submitted, will be checked to ensure that they meet the required minimum criteria for the position.
* if your application form does not meet the minimum qualifications for the post as set out in this booklet, then your application will be deemed invalid and you will not be permitted to proceed any further in the selection process.

***Stage 2 - shortlisting***

* Offaly County Council reserves the right to shortlist applications.
* the shortlisting process may take the form of either a desktop shortlisting process based on the information contained in the application forms or a shortlisting interview.
* candidates will be contacted in relation to any interview dates and times.

***Stage 3 – final interview***

* in light of COVOD-19, interviews **may be held via MS Teams** rather than a traditional face-to-face interview. Candidates will be notified of the means though which the interview will be conducted prior to their interview date.
* candidates should make themselves available for interview / virtual interview (as decided Offaly County Council.
* interviews will be conducted by an Interview Board set up by Offaly County Council. The Interview Board will assess the merits of candidates. Only candidates who reach such a standard as the Interview Board consider satisfactory in the competitive interview will be considered for selection.

***Notes***

Applicants are reminded that any attempt by themselves or by any persons acting on their behalf directly or indirectly by means of written communication or otherwise to canvass or otherwise influence in the applicants favour any employee of the County Council or persons nominated by the Chief Executive to interview or examine applicants, will automatically disqualify the applicant for the position they are seeking.

 



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**Position of ASPIRE Graduate with Offaly Sports Partnership**

**Application form**

**Closing date for receipt of applications is**

**4 p.m. on Thursday 3rd December 2020**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | **Application no** |  |

**Notes on the application process**

* One hard copy of the application form should be submitted fully completed, inclusive of all the requested documentation (i.e. copy of educational qualifications, driving licence etc.); and sent directly to [the](mailto:persoff@offalycoco.ie) Senior Executive Officer, Human Resources, Offaly County Council, Aras an Chontae, Charleville Road, Tullamore, on or before 4 p.m. Thursday 3rd December 2020. Applications submitted electronically will not be accepted.
* application forms must be typed; and include a handwritten signature. Before signing this form please ensure that you have replied fully to the questions asked. You should satisfy yourself that you are eligible under the regulations (please refer to the pages 9 / 10 of the candidate information booklet with regard to eligibility for the post). The Council cannot undertake to investigate the eligibility of candidates in advance of the interview / examination and hence persons who are ineligible but nevertheless enter may thus put themselves to unnecessary expense.
* all sections / questions in this document must be completed in full; a Curriculum Vitae will not be accepted. In order to ensure that each candidate is treated fairly and equally the interview board will only be provided with candidate application forms. Once the application form is submitted to the Human Resources section of Offaly County Council, candidates are not permitted to alter / make additions or make deletions to their application in any way
* please submit a copy of your driver’s license and relevant qualifications with your application. Original certificates will be required prior to any appointment.
* all **incomplete applications** will be deemed **invalid** after the closing date and will not be included in the competition
* it is the candidate’s responsibility to inform the Human Resources section of Offaly County Council of any change of address.
* applicants are reminded that any attempt by themselves or by any persons acting on their behalf directly or indirectly by means of written communication or otherwise to canvass or otherwise influence in the applicants favour any employee of the County Council or persons nominated by the Chief Executive to interview or examine applicants, will automatically disqualify the applicant for the position they are seeking.
* the information supplied in this form is held on the understanding of confidence subject to the requirements of the Freedom of Information Act 1997 or other legal requirements
* Offaly County Council will not be responsible for any expenses which may be incurred by the candidate in attendance for interview
* any employment offered is dependent on the information given. False or misleading information; or deliberate omissions may result in termination of employment
* Offaly County Council is an equal opportunities employer

**Personal Particulars**

|  |  |
| --- | --- |
| **Surname** | **Forename(s)** |
|  |  |
| **Address for correspondence** |  |
| **Telephone nos** | Home  Work  Mobile |
| **Permanent address** (if different from above) |  |
| **Email address** |  |

Please note that confirmation of receipt of application form will be issued by email

|  |  |
| --- | --- |
| **Present position** |  |
| **Date of appointment** |  |

**General Education**

|  |  |
| --- | --- |
| **School / college attended** |  |
| **Year of leaving certificate or equivalent** |  |

|  |  |  |
| --- | --- | --- |
| **Results of leaving certificate or equivalent** | | |
| **Subject** | **Level - Higher / Ordinary** | **Grade** |
|  |  |  |

**Further education – third level academic, professional or technical qualifications**

|  |  |  |  |
| --- | --- | --- | --- |
| **Full title degree(s) / qualification(s) held**  Please state level on national framework of qualifications | **Subject(s) in final examination** | **Year &**  **grade of honour** | **University / College / Examining authority** |
|  |  |  |  |

**Training courses**

|  |  |  |  |
| --- | --- | --- | --- |
| **Course provider** | **Course title** | **Qualification & Grade** | **Year of qualification** |
|  |  |  |  |

|  |
| --- |
| **Membership of professional institutions** |

**Employment**

**Employment 1**

|  |  |  |  |
| --- | --- | --- | --- |
| **From** |  | **To** |  |
| **Employer details**  **(employer name / address / contact)** |  | **Nature of business** |  |
| **Position held** |  | **Grade (if applicable)** |  |
| **Temporary**  **or**  **Permanent** |  | **Part time**  **or**  **Full time** |  |
| **Description of main duties / responsibilities** | | | |
| **Reason for leaving** | | | |

Please add additional employments (copy and paste employment 1 template and rename as employment 2, etc.) as required

**Key achievements**

* In the following section of the application form we are interested in discovering, what are your key strengths and achievements, which make you particularly suitable for the role of “**ASPIRE Graduate”**
* In each of the competency areas below briefly detail two examples which you feel best demonstrate your capacity in the competency area described.
* You may use the same examples across more than one competency area should you so wish.
* Your examples should show clearly how you have demonstrated the particular competency.
* You should be mindful that the scale and scope of the examples given demonstrate the competency in question and are appropriate to the position.

|  |
| --- |
| 1. **Teamwork**  * Shows respect for colleagues and co-workers * Develops and maintains good working relationships with others, sharing information and knowledge, as appropriate * Offers own ideas and perspectives * Understands own role in the team, making every effort to play their part |
| **Please give two examples of where you have demonstrated the “teamwork” competency**  *Example 1*  *Example 2* |

|  |
| --- |
| 1. **Information management / processing**  * Approaches and delivers all work in a thorough and organised manner * Follows procedures and protocols, understanding their value and the rationale behind them * Keeps high quality records that are easy for others to understand * Draws appropriate conclusions from information |
| **Please give two examples of where you have demonstrated the “information management / processing” competency**  *Example 1*  *Example 2* |

|  |
| --- |
| 1. **Delivery of results**  * Takes responsibility for work and sees it through to the appropriate next level * Checks all work thoroughly to ensure it is completed to a high standard and learns from mistakes * Identifies and appreciates the urgency and importance of different tasks * Demonstrates initiative and flexibility in ensuring work is delivered * Is self-reliant and uses judgment on when to ask manager or colleagues for guidance |
| **Please give two examples of where you have demonstrated the “delivery of results” competency**  *Example 1*  *Example 2* |

|  |
| --- |
| 1. **Customer service & Communication skills**  * Actively listens to others and tries to understand their perspectives/ requirements/ needs * Understands the steps or processes that customers must go through and can clearly explain these * Is respectful, courteous and professional, remaining composed, even in challenging circumstances * Can be firm when necessary and communicate with confidence and authority * Communicates clearly and fluently when speaking and in writing |
| **Please give two examples of where you have demonstrated the “customer service & communication skills” competency**  *Example 1*  *Example 2* |

|  |
| --- |
| **Any additional information you wish to give in support of your application** |

|  |  |  |
| --- | --- | --- |
| **Local Authority membership** | | |
| Are you currently, or have you been, within the past twelve months, an elected member of a Local Authority? | |  | | --- | | **Yes** | |  | | |  | | --- | | **No** | |  | |

|  |  |  |
| --- | --- | --- |
| **Superannuation – voluntary redundancy** | | |
| 1. Are you in receipt of a superannuation allowance in respect of previous employment under a local authority or any other public service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011 and the Public Service Pensions (Single Scheme and Other Provisions) Act 2012) | |  | | --- | | **Yes** | |  | | |  | | --- | | **No** | |  | |
| 1. Have you ever accepted voluntary redundancy/early retirement from a local authority or any other public service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011 and the Public Service Pensions (Single Scheme and Other Provisions) Act 2012) by which you were employed? | |  | | --- | | **Yes** | |  | | |  | | --- | | **No** | |  | |
| **Qualifications** | | |
| Do you have the required qualifications for this post? | |  | | --- | | **Yes** | |  | | |  | | --- | | **No** | |  | |

|  |  |  |
| --- | --- | --- |
| **Driving license** | | |
| Do you hold an unendorsed Full Category B valid driving licence which allows you to drive in Ireland? | |  | | --- | | **Yes** | |  | | |  | | --- | | **No** | |  | |

|  |
| --- |
| **Special requirements** Please detail any special needs or requirements you may have, and how these can be facilitated during the recruitment process |

**References**

Names of two responsible persons, to whom you are well known but not related, at least one of whom should be your present or last employer: -

|  |  |
| --- | --- |
| **Name** |  |
| **Occupation** |  |
| **Address** |  |
| **Contact number** |  |
| **Email address** |  |

|  |  |
| --- | --- |
| **Name** |  |
| **Occupation** |  |
| **Address** |  |
| **Contact number** |  |
| **Email address** |  |

**Declaration**

* Before signing this form please ensure that you have replied fully to the questions asked.
* You should also satisfy yourself that you are eligible under the regulations. The County Council cannot undertake to investigate the eligibility of candidates in advance of the interview, and hence persons who are ineligible but nevertheless enter may thus put themselves to unnecessary expense.

I, the undersigned, do HEREBY DECLARE all the foregoing particulars to be true and give my permission for any enquiries to be made to establish such matters as qualifications, experience, character and for the release by other people, agencies, Garda or organisations of such information as may be necessary to Offaly County Council for that purpose. This may include enquiries from past / present employers and the submission of the application is taken as consent to this.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Signed** |  |  | **Date** |  |

|  |  |  |
| --- | --- | --- |
| Please note  Offaly County Council will acknowledge receipt of your application within 7 days.  If you do not hear from us within this time limit, please contact Human Resources at (057) 93 57410 |  | For office use only  Acknowledgement Issued  Date  Signed |