



Comhairle Cathrach Chorcaí  
Cork City Council

## **Rugby Development Officer**

**Grade IV**

**(1 Year Fixed Term Contract)**

### **JOB SPECIFICATION**

Please download and read in conjunction with  
Candidate Information Booklet

**Closing date: 4pm, Tuesday 30<sup>th</sup> July 2024**

## BACKGROUND

Cork City Council is a large urban local authority with over 1500 employees across over 40 locations within the City. There are 31 Elected Members of the Council representing five wards in the City. The Council has an annual revenue budget of nearly €292 million for 2024 and provides a wide and diverse range of public services such as, housing, management of the public realm, libraries, physical planning and development, community, culture and placemaking and the delivery of housing and infrastructure projects. Internal services include Finance, ICT, People & Organisation Development and Corporate Affairs. The Council is committed to increasing its capacity and capability for change to deliver improved public services.

Cork City Council is establishing a panel for the position of **Rugby Development Officer - Grade IV (1 Year Fixed Term Contract)** from which temporary vacancies may be filled from time to time.

## THE ROLE

The Rugby Development Officer – Grade IV is a key post within the Sports and Sustainability Section of Cork City Council. The section sits within the Directorate of Community, Culture and Placemaking (CCP).

This role will involve developing rugby in specific targeted areas identified. Working from Cork City Council's Corporate Plan, this role will also involve using rugby to promote social inclusion through sport in these areas, specifically amongst young people.

The role will also involve developing and implementing programmes and initiatives that increase active participation and learning through rugby which will encourage the development of a Rugby Club in areas where one does not exist.

## DUTIES

- Plan, coordinate and deliver targeted rugby programmes.
- Work with schools, community and youth groups, particularly those in disadvantaged areas, to deliver targeted rugby programmes aimed at encouraging young people to participate.
- Tackle key barriers to participation amongst target groups, with particular attention to those faced by young people living in areas of disadvantage.
- Work cohesively with all existing NGO's, community, and voluntary bodies in developing strategic plans to increase participation in rugby in the area.

- Working with parents, schools and volunteers in relation to capacity building around rugby development.
- Develop, promote and deliver an annual programme of rugby events including the organisation and running of blitzes, camps and other participation competitions and events.
- Maintain up to date records to record growth and decline against strategic objectives to meet reporting functions.
- Collate online and offline communication materials including writing press releases, social media content, project footage (videos/photos) for use in the promotion of activities delivered.

#### Performance Measures:

- An increase in the number of players, teams and games played in community and school settings.
- Achievement of seasonal Key Performance Indicators.
- Complete all administrative duties in an effective, efficient and timely manner that will satisfy all audit requirements.
- Ensure all activities and programmes are conducted within budget and secure maximum value for money.
- Always portray a competent and professional image of Cork City Council.

Note: The role may also occasionally involve working on other tasks assigned by the Sports Development Officer, including supporting the development and delivery of programmes and initiatives for sports other than rugby. This may occur during periods when rugby activities are less demanding.

*The particular duties and responsibilities attached to the post may vary from time to time, without changing the general character of the duties or level of responsibilities entailed. The post holder may therefore be required to perform duties appropriate to the post, other than those detailed to take instructions from and report to, an appropriate officer or such designated officer as may be assigned from time to time by the Council.*

## QUALIFICATIONS

### **1. Character**

Candidates shall be of good character.

## 2. Health

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

## 3. Education, Training, Experience etc.

Each candidate must, on the latest date for receipt of completed application forms:

- (i) (a) have obtained at least Grade D (or a Pass), in Higher or Ordinary Level, in five subjects (or four subjects if Irish is included) from the approved list of subjects in the Department of Education Established Leaving Certificate Examination or Leaving Certificate Vocational Programme including Irish and/or English and one of the following: Mathematics, Accounting, Business Organisation or Economics, **AND**
  - (b) have obtained at least Grade C (or Honours) in higher level (or Honours) papers in three subjects in that examination (or two subjects if Irish and/or one of the following is included: Mathematics, Accounting, Business Organisation or Economics) **OR**
- (ii) have obtained a comparable standard in equivalent examination, **OR**
- (iii) hold a third level qualification of at least degree standard.

## 4. Desirable

The ideal candidate will:

- a) Hold a qualification in a relevant field e.g., Sports Development, Community Development, Health Promotion.
- b) Have relevant experience in Sports Development/ designing sports programmes.
- c) Possess a real commitment to working with young people and creating opportunities for young people to participate in sport locally.
- d) Have experience in Community Development or working with marginalised groups.
- e) Hold a full clean driving licence for class B vehicles free from disqualifications, issued in a country on the list of [recognised states \(link\)](#).
- f) Have experience of working in partnership with key stakeholders at a local level.
- g) Strong computer literacy (Word, Excel, PowerPoint).

- h) Be able to demonstrate a strong ability in the following competency areas -
- Delivering Results/Communicating Effectively
  - Performance Management and Teamwork
  - Performance Through People
- (Refer to page 6 for more information)*

## 5. **Citizenship**

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

- a) A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein, and Norway, or
- b) A citizen of the United Kingdom (UK), or
- c) A citizen of Switzerland, pursuant to the agreement between the EU and Switzerland on the free movement of persons, or
- d) 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
- e) 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
- f) 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.

## PRINCIPAL CONDITIONS OF SERVICE

### **Salary**

Salary scale for the position of Rugby Development Officer (1 Year Fixed Term Contract) is:

€33,760 - €35,866 - €38,855 - €40,818 - €42,535 - €44,196 - €46,438 - €48,060 - €49,706 - €51,221 - €52,773

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.

The salary shall be fully inclusive and shall be as determined from time to time. The awarding of increments is subject to satisfactory service. Holders of the office shall pay to the local authority any fees or other monies (other than their inclusive salary) payable to or received by them by virtue of their office or in respect of any services which they are required by or under any enactment to perform.

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### **Hours of Duty**

The standard working week will be 35 hours per week. The role will, on occasion, include evening and weekend work.

Holders of the post may be called for duty at any time in accordance with arrangements made by local authorities. The Council reserves the right to alter hours of work from time to time.

All hours worked will be subject to the provisions of the Organisation of Working Time Act, 1997 and the Organisation of Working Time Act (Regulations) 2001.

*The above represents the principal conditions of service and is not intended to be the comprehensive list of all terms and conditions of employment which will be set out in the employment contract of the successful candidate.*

## **COMPETENCY FRAMEWORK**

Candidates are expected to be able to demonstrate in their application and at interview that they possess the following competencies through the experience and skills they have gained to date under each of the following specific areas:-

### **Delivery Results/Communicating Effectively**

- Plans and priorities work and allocation of staff and other resources effectively.
- Takes ownership of tasks and is determined to see them through to a satisfactory conclusion.
- Establishes and implements high quality service and customer care standards.
- Contributes ideas and suggestions as to how service activities can be improved.
- Makes timely, informed, and effective decisions and shows good judgement and balance in making decisions or recommendations.
- Demonstrates effective verbal and written communication skills.

### Performance Management and Teamwork

- Supervises the team or work area to achieve corporate objectives.
- Works as part of a team to ensure delivery of plans and schedules.
- Has a strong team ethic of co-operation and mutual support, sharing information and knowledge as appropriate.
- Relates well to others and maintains positive, productive, and beneficial working relationships.
- Addresses conflict or dissatisfaction in a constructive manner.

### Performance Through People

- Takes initiative and is proactive when he or she sees the opportunity to make a contribution.
- Manages time and workload effectively.
- Maintains a positive, constructive, and enthusiastic attitude to their role.
- Is open to taking on new challenges or responsibilities.
- Demonstrates flexibility and openness to change.
- Acts with integrity and encourages this in others.

Please download a copy of this document for your own records and read in conjunction with the Candidate Information Booklet for the post

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