



### Post Specification (033679)

<b>Post Title:</b>	Sports Programme Officer
<b>Post Status:</b>	Specific Purpose Contract (approximately 1 year)
<b>Department/Faculty:</b>	Department of Sport and Recreation
<b>Location:</b>	Sports Centre
<b>Reports to:</b>	Sports Business Development Manger
<b>Direct Reports: (if any)</b>	Occasional staff (camp leaders etc) for programme delivery
<b>Salary Range:</b>	Appointment will be made on the Executive 3 (Schedule B) salary scale at a point in line with Government policy (€34,285 to €42,035). Please note: New Entrants to the Public Sector will be appointed at the 1st point of the scale.
<b>Hours of work:</b>	37 hours per week
<b>Closing Date:</b>	12 Noon on Friday, 19 <sup>th</sup> March 2019

### Post Summary

The post will involve the planning, coordination and organisation of the existing programmes and future programmes which link to the Sports Department Strategy for Sport and the University Strategic Plan. The aim of the role is to maximise the sports facility capacity by increasing the number of people who participate in the Sports programmes and to offer an extensive range of programmes and activities that serve the various needs of the members and non-members, the college community, corporate company's and school groups, in a safe and enjoyable environment. The post holder will work as part of the team in Trinity Sport, covering the areas of indoor and outdoor sports facilities, operations and supervision. Income generation and cost effectiveness is an important aspect of this role.

### Background to the Post

Trinity College opened a sports centre in 2007 and has been successful in attracting over 70% usage by the student population and a range of other groups, such as staff, graduates, public and community groups. Trinity also operates outdoor sport facilities on and off the campus at Santry Sports Grounds and the Iveagh Grounds. The excellent facilities are complimented by a



motivated and talented team who run a number of sports programmes. However as the sports facility usage and programmes have grown and become more diverse there is clear need to respond to the increasing demands and the prevailing economic conditions require greater focus on income generating programmes and projects. The post of Sports Programmes Officer offers an opportunity to work in a team interacting with students, staff, graduates and members of the public across the range of facilities indoor and outdoor. This role will involve liaising with operations and administration teams. The role may change in line with the departmental staffing plan and/or in response to the business needs and/or strategic goals for sport.

### **Principal Duties of the Post**

#### Coordination and planning of courses and programmes

- Climbing Wall
- Swimming Pool
- Indoor and outdoor sports events
- Children's activities ( including sports camps, birthday parties, tennis lessons, swimming lessons and climbing)
- School tours
- Special events and projects, and cooperate bookings
- Group and individual bookings. Events/contact point
- Classes and course arrangements

#### Staffing arrangements

- Cover and timetabling of casual staff



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- Recruitment, management and motivation of casual staff
- Training and Garda vetting where applicable

### General

- Enforcement of booking procedures for indoor areas such as climbing wall, pool, sports halls, and outdoor areas for events.
- To liaise with sports staff to prepare the centre for bookings/events and maintain facility
- Reporting and booking functions via Gladstone MRM and other IT software
- Evaluation and review of programmes and subsequent developments
- Assisting with advertisements and promotional work.
- Logistics and equipment needs
- Implementing buildings security and safety of users
- Representation for Sports Department where required
- Budgeting and income generation reports
- Handling of cash; cash register/ computer till/bookings

### Customer Care and Safety

- Health, Safety and risk assessment procedures and supervision
- Ensuring a high standard of customer care and member services
- Meet and greet customers, communication with customers
- Dealing with customer queries, comments and complaints. Liaise with Marketing and Member Services Officer
- Policy- child protection/garda vetting, code of ethics, codes of conduct



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To carry out any other duties that may be required appropriate to the grade and nature of the post deemed by the Head of Sport and /or his/her nominee.

### **Person Specification**

#### **Qualifications**

- The person should have achieved a nationally recognised qualification in business, sports development and/or sport and recreation.

#### **Knowledge & Experience (Essential & Desirable)**

- At least 1 years supervisory level within business, sports development or the leisure and recreation industry is essential
- High customer care and safety standards is essential
- Supervisory skills and the ability to delegate, lead a team and be part of a team is essential
- Experience in the organisation of programmes and operations of an indoor or outdoor sports facility is desirable
- Experience in event management is desirable
- An interest in sport, health and fitness is desirable
- Awareness of current standards, issues and trends in the sports and leisure industry is desirable
- Knowledge of digital marketing is desirable



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### **Skills & Competencies**

- Conscientious and motivated; is self-motivated, accurate in their work, ensures details are completed and has the ability to motivate others.
- Excellent interpersonal skills and a pleasant friendly manner are essential.
- Excellent organisational and communication skills are essential
- The ability to multitask is essential
- Excellent IT skills are essential
- Resourceful: Can work under own initiative, ability to find information/advice and can problem solve is essential
- The ability to generate new revenue streams is essential
- Experience with membership database systems (such as MRM) would be desirable

### **Benefits**

- Free use of the sports facilities (in own leisure time)
- Supportive of further training and conference attendance where applicable
- University annual leave and standard benefits



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## **Trinity Sport Information**

The following facilities are available;

### **Facilities**

#### **On Campus:**

Sports Centre which includes, Fitness Theatre, Ancillary hall, Main Sport hall, fitness studio, High Performance Gym, Climbing wall, Swimming pool, Rugby Pitch, College Park, Fitness Trail, Outdoor Tennis Courts and Futsal court

#### **Off Campus:**

Islandbridge (Boat House), Santry Playing Fields (Floodlit 5-a-side 3G Synthetic Pitches (x3), International standard water-based Hockey Pitch, (x1) Natural grass Soccer Pitch (x 1), Natural grass Rugby Pitch (x 1), Floodlit grass Training Areas (x 2), Iveagh Ground Playing fields, Trinity Hall residences sport facilities

Trinity Sport is also responsible for the following:

- Bookings and safe use of the above facilities for members and external users
- Sports memberships
- Sports Bursary/Scholarship scheme
- Sports volunteer scheme
- Producing publications regarding Trinity Sport and sports clubs
- Development of sport within the University

### **Number of Staff**

The Head of Sport & Recreation, Deputy Head of Sport & Recreation, Senior Sports Development Officer, Sports Services and Experience Manager, Senior Executive Officer, two



Executive Officer, Sport Business Development Manager, Camp Co-ordinator, three Duty Managers and one Operational Manager, seven full time Fitness Instructors/Pool Attendants, 1 full time Receptionist and various part time staff (climbing, swimming, camp and birthday party staff).

### **Number of Sections**

- One

### **Hours of Work**

Note: Provisionally - Monday to Thursday 9am to 5.30pm and Friday 9am -5pm with flexibility required covering events/programmes therefore evenings and weekends will be required on occasions. Time in Lieu or adjustment of weekly hours will be granted for this.

### **Description of how work supports College**

- Contributes to the health and productivity of the college community by encouraging active participation in various organised exercise sessions, programmes, classes and clubs
- Contributes to the well-rounded student college experience and lifelong learning.
- Trinity Sport is income generating and therefore contributes to the business benefits of college
- Supports and fosters academic performance.
- Sport helps to attract students and retain good students and staff through the provision of quality sports facilities services and programmes.
- Provides for the safe use of the sports facilities by the University community
- Supervises and motivates staff to ensure the healthy and safe use of sports facilities by all



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- Increases the profile of the University through the successes of the sports clubs and individuals who compete at the highest level of sport, both nationally and internationally
- Supports University links and stronger relationships with community groups

### **Trinity College Dublin, the University of Dublin**

Trinity is Ireland's premier university, with a proud tradition of excellence stretching back to its foundation in 1592. The oldest university in Ireland, and one of the oldest in Europe, today Trinity sits at the intersection of the past and the future, and is ideally positioned as a major university in the European Union. Our 47-acre campus is located in the heart of Dublin city centre and is home to historic buildings dating from the University's establishment, as well as some of the most cutting-edge teaching and research facilities in Ireland. Students at Trinity benefit from a unique educational experience across a range of disciplines in our three faculties – Arts, Humanities, and Social Sciences; Engineering, Mathematics and Science; and Health Sciences. The pursuit of excellence through research and scholarship is at the heart of a Trinity education, and our researchers have an outstanding publication record and strong record of grant success.

Trinity has developed [18 broad-based multidisciplinary research themes](#) that cut across disciplines and facilitate world-leading research and collaboration within the University and with colleagues around the world. These internationally recognised themes include such diverse areas as Cancer, Immunology, Telecoms, Identities in Transformation, Nanoscience, Neuroscience, and Making Ireland. Researchers from across the University work together in innovative ways to develop new and exciting approaches to their research and explore the frontiers of knowledge in the 21<sup>st</sup> century. In creating these dedicated research themes, Trinity's researchers are able to become a more powerful force on the global stage, successfully competing for large-scale grants and attracting top students and faculty to the University. Trinity is home to Ireland's first purpose-built Nanoscience research institute, CRANN, which opened in January 2008. This state-of-the-art facility houses 150 scientists,





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technicians, and graduate students in specialised laboratories, fostering creative innovations that have seen Trinity's researchers make significant breakthroughs.

The Trinity Long Room Hub for Arts and Humanities Research Institute is the University's flagship institute for research in the Arts and Humanities, providing a world-class environment for cross-disciplinary collaborative projects. The Long Room Hub provides a central location through which the University's internationally respected Arts and Humanities research can become more visible, demonstrating its relevance for contemporary and future societies. Researchers from across the University regularly participate in debates on topical issues facing the world today. As well as operating an International Visiting Research Fellowship programme, the Long Room Hub also hosts major EU-funded Digital Humanities projects.

One of the most instantly recognised parts of Trinity's campus is the famous Old Library, home to the historic Book of Kells as well as other internationally significant holdings in manuscripts, maps, and early printed material. Trinity's Library is the largest research library in Ireland and is an invaluable resource to Trinity's students and research community. Built up over the four centuries of the University's existence, the Library's collections have benefitted from its status as a Legal Deposit library for the past 200 years, granting Trinity the right to claim a copy of every book published in Ireland and the UK. At present, the Library's holdings span approximately 4.25 million books, 22,000 printed periodical titles, and access to 60,000 e-journals and 250,000 e-books.

Trinity attracts top students from Ireland and abroad and prides itself on the consistently high standard of student admitted to the University every year. These students are drawn to Trinity for the excellence of our research-led teaching and for the quality and prestige a degree from this University confers. Trinity has also pioneered accessibility to education in Ireland, becoming the first university in the country to reserve 15% of its undergraduate places for students from non-traditional learning groups. Trinity is the top-ranked European university for student entrepreneurship and Europe's only representative in the world's top-50 universities.



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Our alumni have gone on to shape the history of Ireland and of Western Europe in a wide range of fields. These include such notable figures as Jonathan Swift, Oscar Wilde, William Rowan Hamilton, Edmund Burke, William Stokes, Denis Burkitt, Louise Richardson, Lenny Abrahamson, and Anne Enright. Three of Trinity's graduates have been awarded Nobel prizes: Ernest Walton for Physics in 1951; Samuel Beckett for Literature in 1968; and William Campbell for Physiology / Medicine in 2015. Trinity also counts the first female President of Ireland among its alumni in Mary Robinson, as well as other notable former Presidents Douglas Hyde and Mary McAleese. At Trinity we are justifiably proud of our tradition, and we strive to uphold this excellence as we face the demands of the 21<sup>st</sup> century.

## Ranking Facts

Trinity is the top ranked university in Ireland. Using the QS methodology, the University is ranked 104<sup>th</sup> in the world and using the Times Higher Education World University Rankings methodology Trinity is 117<sup>th</sup> in the world.





## Overall

- Trinity is Ireland's No.1 University in the QS World University Ranking, THE World University Ranking and the Academic Ranking of World Universities (Shanghai).
- Trinity is ranked 104th in the World, and 36th in Europe, in the 2018/2019 QS World University Ranking.
- Trinity is ranked in the Top 120 for Graduate Employability in the QS 2018 Rankings.
- Trinity is in the Top 50 most innovative universities in Europe according to Reuters.<sup>1</sup>
- Between 2010 and 2015, Trinity was ranked the top university in Europe for entrepreneurship according to Pitchbook's independent analysis.<sup>2</sup>

## Internationalisation

- Trinity is ranked 52nd in the world in the THE World University Ranking for international outlook.

## Research Performance

- Of the 981 institutions included in the THE World University Rankings for 2017, Trinity is in the top 15% internationally for research performance.
- Trinity is ranked in the top 15% internationally by QS for citations.

## In the QS World University Subject Rankings:

- Trinity is ranked in the top 50 worldwide in four subject areas according to the QS World University Subject Rankings 2018. The University is ranked in the top 100 globally for 20 subjects overall.

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<sup>1</sup> <http://www.reuters.com/article/us-innovative-stories-europe-idUSKCN0Z00CT>

<sup>2</sup> <http://pitchbook.com/news/reports/2015-2016-pitchbook-universities-report>



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- Trinity's Top 50 subjects include Nursing (25<sup>th</sup>), Classics (28<sup>th</sup>), English (28<sup>th</sup>) and Politics (43<sup>rd</sup>).
- Trinity is ranked in the top 100 for each of the following 16 subjects: History, Languages, Philosophy, Theology, Computer Science, Biology, Medicine, Pharmacy, Chemistry, Geography, Materials Science, Education, Law, Social Policy, Sociology and Sport.
- The University is ranked in the top 100 for three broad subject areas: Arts & Humanities (57<sup>th</sup>), Life Sciences & Medicine (87<sup>th</sup>), and Engineering & Technology (89<sup>th</sup>).

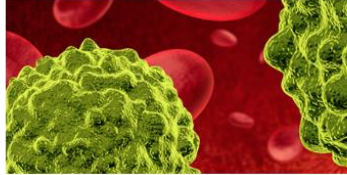


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## Research Themes



**Ageing**



**Cancer**



**Creative Arts Practice**



**Creative Technologies**



**Digital Engagement**



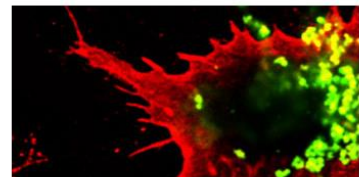
**Digital Humanities**



**Genes & Society**



**Identities in Transformation**



**Immunology, Inflammation & Infection**



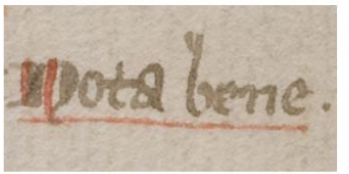
**International Development**



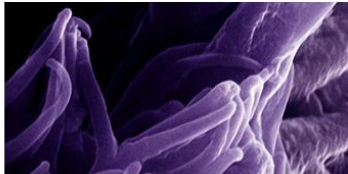
**International Integration**



**Making Ireland**



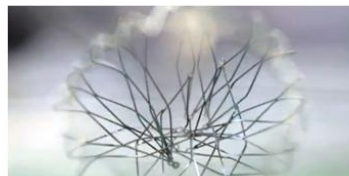
**Manuscript, Book and Print Cultures**



**Nanoscience**



**Neuroscience**



**Telecommunications**



**Smart Sustainable Planet**



**Next Generation Medical Devices**



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## **The Selection Process in Trinity**

The Selection Committee (Interview Panel) may include members of the Academic and Administrative community together with External Assessor(s) who are expert in the area. Applications will be acknowledged by email. If you do not receive confirmation of receipt within 1 day of submitting your application online, please contact the named Recruitment Partner on the job specification immediately and prior to the closing date/time.

Given the degree of co-ordination and planning to have a Selection Committee available on the specified date, the University regrets that it may not be in a position to offer alternate selection dates. Where candidates are unavailable, reserves may be drawn from a shortlist. Outcomes of interviews are notified in writing to candidates and are issued no later than 5 working days following the selection day.

In some instances the Selection Committee may avail of telephone or video conferencing. The University's selection methods may consist of any or all of the following: Interviews, Presentations, Psychometric Testing, References and Situational Exercises.

It is the policy of the University to conduct pre-employment medical screening/full pre-employment medicals. Information supplied by candidates in their application (Cover Letter and CV) will be used to shortlist for interview.

Applications from non-EEA citizens are welcomed. However, eligibility is determined by the Department of Jobs, Enterprise and Innovation and further information on the Highly Skills Eligible Occupations List is set out in Schedule 3 of the Regulations

<https://www.djei.ie/en/What-We-Do/Jobs-Workplace-and-Skills/Employment-Permits/Employment-Permit-Eligibility/Highly-Skilled-Eligible-Occupations-List/> and the

Ineligible Categories of Employment are set out in Schedule 4 of the Regulations

<https://www.djei.ie/en/What-We-Do/Jobs-Workplace-and-Skills/Employment-Permits/Employment-Permit-Eligibility/Ineligible-Categories-of-Employment/>. Non-EEA



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candidates should note that the onus is on them to secure a visa to travel to Ireland prior to interview. Non-EEA candidates should also be aware that even if successful at interview, an appointment to the post is contingent on the securing of an employment permit.

### **Equal Opportunities Policy**

Trinity is an equal opportunities employer and is committed to employment policies, procedures and practices which do not discriminate on grounds such as gender, civil status, family status, age, disability, race, religious belief, sexual orientation or membership of the travelling community. On that basis we encourage and welcome talented people from all backgrounds to join our staff community. Trinity's Diversity Statement can be viewed in full at <https://www.tcd.ie/diversity-inclusion/diversity-statement>.

### **Pension Entitlements**

This is a pensionable position and the provisions of the Public Service Superannuation (Miscellaneous Provisions) Act 2004 will apply in relation to retirement age for pension purposes. Details of the relevant Pension Scheme will be provided to the successful applicant.

Applicants should note that they will be required to complete a Pre-Employment Declaration to confirm whether or not they have previously availed of an Irish Public Service Scheme of incentivised early retirement or enhanced redundancy payment. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Irish Public Service employment.

Applicants formerly employed by the Irish Public Service that may previously have availed of an Irish Public Service Scheme of Incentivised early retirement or enhanced redundancy payment should ensure that they are not precluded from re-engagement in the Irish Public Service under the terms of such Schemes. Such queries should be directed to an applicant's former Irish Public Service Employer in the first instance.



## Application Procedure

Applicants should submit a full Curriculum Vitae to include the names and contact details of 3 referees (including email addresses), together with a cover letter (1x A4 page) that specifically addresses the application procedure set out above.

**APPLICATIONS WILL ONLY BE ACCEPTED BY E-RECRUITMENT:**

<http://jobs.tcd.ie>

If you have any application queries, please contact:

**Aidan Fitzgerald**

Human Resources, House No. 4,

Trinity College Dublin, the University of Dublin

**Tel: +353 1 896 1893**

**Email: fitzgea9@tcd.ie**



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