

<b>Post Title:</b>	Sport & Physical Activity Inclusion Officer
<b>Post Status:</b>	1-year contract, specific-purpose
<b>Department/Faculty:</b>	Trinity Sport , Trinity College Dublin, the University of Dublin
<b>Location:</b>	Trinity Sport
<b>Reports to:</b>	Clubs Manager (DUCAC Administrator) or nominee
<b>Salary:</b>	Appointment will be made on the Executive 3 pay scale at a point in line with Government Pay Policy [€34,285 to €42,035]
<b>Hours of Work:</b>	37 Hours Monday to Friday covering some evenings and weekend work.
<b>Closing Date:</b>	12 Noon (GMT) 24th September 2020

The successful applicant will be expected to take up post on as soon as possible. Please note that garda/police vetting will be sought in respect of individuals who come under consideration for this post.

### **Background**

DUCAC is the governing body for sports clubs within Trinity College, the University of Dublin. There are currently 50 sports clubs that are under their governance, and they compete across various university and national leagues and competitions. DUCAC and the Department of Sport and Recreation are part of the umbrella term of Trinity Sport which is their shared identity.

### **Post Summary**

Trinity Sport are committed to a 'Sport for All' ethos and this role will focus on inclusion and ensuring that we provide a range of supports, access and sporting opportunities for students all students irrespective of race, background, status, gender or otherwise. This role will work to promote and encourage an inclusive community and to increase and sustain participation of students who have experiences of exclusion and isolation from sport and physical activity.

This role will involve strengthening service liaisons within the University in particular those which are delivering services to improve health and welfare of the students and promote equality and inclusion such as the Disability Service, Counselling and Health services, the Trinity Centre for People with Intellectual Disabilities (CPID), and the newly established Equality, Diversity and Inclusion unit. Trinity Sport will provide and support the delivery of a suite of inclusion

programmes, activities and projects such as '*Mind Body Boost*' targeted at students who have low levels of participation in health enhancing physical activity and/or are marginalized, isolated or excluded from activities, with the aim of improving their health, their student experience and enhancing their academic capabilities.

Trinity Sport (DUCAC and the Department of Sport) will resource and enable the Sport & Physical Activity Inclusion Officer to address the barriers to participation that students face and ensure all sports facilities and clubs are inclusive and accessible to those wanting to participate. This specialist role provides a dedicated programme that actively encourages and recruit's student leaders within the clubs and provide them with tools and support to activate an inclusive environment for all club and student sport activities.

### **Further Information**

Informal enquiries about this post should be made to Aidan Kavanagh [aidan.kavanagh@tcd.ie](mailto:aidan.kavanagh@tcd.ie)

### **Standard Duties and Responsibilities of the Post**

The key aim of the role is to develop sporting opportunities for students, to increase engagement with sport and to remove barriers and to offer supports to all students. This includes students with disabilities, minority groups, LGBT+, female participation as well as mental and physical health campaigns.

### **Programme Delivery & Promotion**

- Lead the delivery of the Mind, Body, Boost programme which aims to encourage equality and inclusion by facilitating access to students who have low levels of physical activity and mental health issues
- Assist with current programmes like 20 x 20 and the volunteer programme to build a "sport for all" culture
- Promotion of programmes and initiatives from Trinity Sport including developing where necessary specialist adaptable sports programmes/courses with the aim of improving fundamental movement skills, promoting physical literacy, integration, health and academic performance.
- Running awareness sessions and campaigns promoting supports for specific cohorts
- Ensure where practical that as many of the existing sport and exercise activities, venues and sports facilities are inclusive, accessible and/or adaptable.
- To work with other teams in Trinity Sport to guide these areas to make them inclusive for all

### **Research & Policy**

- Provide reports, track key performance indicators, benchmark and provide updates, evaluate and monitor programmes, courses and trends in inclusive physical activity.
- Provide expertise and advice to the various service operators on sport and exercise inclusion.

- Provide research and supporting material for new initiatives and programmes that can increase level of sporting uptake.
- Raising public awareness of health and fitness issues and promotion, participation in sport, particularly amongst underrepresented groups.

### **Training & Development**

- To develop training and awareness programmes for student sport leaders and volunteers to assist them in ensuring their sports clubs student sport activities are inclusive and accessible.
- Establish a mental health and physical health awareness campaign in conjunction with other areas.
- Develop inclusive programmes for all with key stakeholders including the Students Union Sport & Recreation Intern role.
- Establish and develop a referral system within the student's services that points the student to the sports services which will include physical exercise programming with the fitness instructors in the Sports Centre to assist students to find suitable activities and access to the sports facilities (including clubs).
- Coordinate the education and training of sports staff, student sports club officers, instructors, coaches, volunteers and facilities staff on inclusive physical activities.

### **Developing Links**

- Develop clear links with the Equality office and establish a programme for sports clubs to commit to equality, diversity and inclusion.
- Work alongside the Sport and Recreation Officer intern and the Students Union to increase engagement with students and enhance awareness of programmes.
- Establish links with community groups through the sports clubs and develop pathways for engagement with these groups in line with the new Trinity Sport strategic plan.
- To work in conjunction with the Trinity Centre for Intellectual disabilities, continue to enhance and develop the existing programmes.
- Attending local, regional and national meetings, seminars and conferences if required and appropriate.
- Maintaining links with other universities, county, regional and national sporting representatives and organisations.

## **Person Specification**

### **Qualifications, Knowledge and experience**

- 3<sup>rd</sup> level degree in sports development, leisure management, adapted physical activity or equivalent (essential).
- At least 1 years' experience in facilitating and delivering sport and physical activity programmes (essential) and adapting them for special population use (desirable).
- Experience in programme monitoring, evaluation and reporting.
- Proficiency in IT Microsoft office tools and communication technology systems (essential).
- Awareness of current issues for people with low levels of physical activity, and/or marginalised groups and the importance and value of their participation in sport/physical activity (essential).
- Ability to produce and disseminate information efficiently and accurately.
- Experience of dealing with young adults.
- Experience of working with volunteers.
- Excellent interpersonal, organisational and communication skills (oral and written); (essential).
- Ability to work as part of a team in a busy and challenging work environment; (essential).
- A high level of initiative and self-motivation; (essential).
- Good organisational skills, ability to prioritise tasks and meet deadlines while maintaining high levels of accuracy coupled with attention to detail (essential).

### **Skills & Competencies**

The successful candidate should possess the following competencies:

- *Oral communication*: be convincing and confident when speaking to others; come across as welcoming and approachable in manner.
- *Written communication*: must be able to produce documents and emails which are clear, concise and error-free including grammatical and punctuation errors; use resources when unsure of spelling, grammar or punctuation; use formatting effectively to highlight key information.
- *Organisational skills*: keep workspace functional; have information at fingertips; store information in well organised files; keep track of multiple projects simultaneously.

- *Interpersonal skills*: ability to interface effectively with staff, students and the general public; foster good working relationships; is known as someone who is helpful to others.
- *Conscientious and deadline oriented*: is accurate in their work, can handle multiple tasks simultaneously and ensure tasks are completed on time.
- *Resourceful*: can work under own initiative, know where to find information/help and can problem solve.
- *Flexibility*: can operate flexibly within a busy work environment, can shift focus when required; lends a hand beyond normal work hours when a need arises.
- *Team worker*: can operate effectively as part of a team—is cordial and willing to help others, is cooperative and patient; shares work and information; establishes rapport with everyone.
- *Analytical skills*: can identify a problem and propose a solution.
- *Motivated*: displays a 'can-do' attitude and is passionate about impact of physical health.

### **Application Process**

Applicants should submit a cover letter and CV to [DUCAC@tcd.ie](mailto:DUCAC@tcd.ie) by 12 noon on Friday 24<sup>th</sup> September 2020. No late applications will be considered.