



## Trinity College Dublin

Coláiste na Tríonóide, Baile Átha Cliath

The University of Dublin

### Post Specification: 034803

<b>Post Title:</b>	Sport Development Executive Officer
<b>Post Status:</b>	Approx. 3 year Fixed term contract until the 31/12/2023
<b>Department/Faculty:</b>	Trinity Sport
<b>Location:</b>	Trinity Sport Centre/sports facilities, Trinity College Dublin,
<b>Reports to:</b>	Student Sport Pathway Manager
<b>Salary</b>	Appointment will be made on the Executive Officer Salary Scale (merged) at a point in line with Government Pay Policy [€26,822 to €43,626 per annum] <a href="#">monthly-sec-eo-seo.pdf (tcd.ie)</a> <b>New Entrants will be appointed at the first point of the scale</b>
<b>Hours of Work:</b>	37 Hours per week Monday to Friday covering some evenings and weekends on occasions.
<b>Closing Date:</b>	12 noon (Irish Standard Time) the 9 <sup>th</sup> of March 2021

\*or remote working as required in response to pandemic restrictions

### Background to the Post

Trinity Sport are the project lead for the 'Mind, Body, Boost' which has been awarded funding from the EU Commission's Erasmus+ Sport 2020 programme under the 'collaborative partnerships action' category. The Mind, Body, Boost project will be a European collaboration of partners, in support of EU strategies in the areas of social inclusion and equal opportunities. The aim of the Mind, Body, Boost (MBB) project is to encourage inclusivity and equality through sport by creating a safe health and fitness environment for third level students who need physical and mental health support.

The Sports Development Executive Officer will provide administration support and sports development expertise to ensure that Trinity Sport successfully lead and manage the delivery of the Erasmus+ funded MBB project in conjunction with the 7 other partners. The post-holder will also co-ordinate the delivery of the project in Trinity working with the Counselling Service

and other internal partners to ensure the successful delivery of the project. The role will also support the delivery of sports development projects to support sport strategy objectives.

It is anticipated that the majority of work will be based within the Trinity Sport office location (\*or remote working during pandemic) during normal office hours but occasional travel (to partner locations) and evening or weekend work may be required.

### **Further Information**

Informal enquiries about this post should be made to Lisa Cafferky, Student Sport Pathway Manager [lisa.cafferky@tcd.ie](mailto:lisa.cafferky@tcd.ie)

### **MAIN DUTIES AND RESPONSIBILITIES**

- Assist with planning, co-ordination, administration and the full delivery of logistics for the MBB project for Trinity, both as overall project lead and as a project is delivered within Trinity.
- Complete marketing and promotion through various mediums to engage the student body and to ensure high levels of participation and engagement.
- Collate, prepare and submit regular reports as required.
- Oversee the day to day relationships between the 7 European partners ensuring the delivery of the project is compliant with all conditions of the funding.
- Implement and track a project management system to ensure that all tasks and commitments as per the EU funding conditions are completed.
- Collect and collate monitoring information and evaluation information from all partners.
- Gather, monitor, analyse and report statistical information related to project delivery.
- Coordinate transnational project meeting logistics (within Europe) to review progress on the project and plan future delivery.
- Provide administrative supports, such as report writing, minute taking, organising meetings, travel arrangements and coordinating calendar/diaries where required.
- Assist with developing sports development projects aligned to Trinity Sport strategic plan.

- Recruit and oversee student volunteers who can support the delivery of sports development projects and enable Trinity Sport to grow the range of sporting opportunities available and increase participation.
- Provide administrative support with identified Sports Development projects ranging from participation to performance.
- Any other duties which may be reasonably required from time to time and which are commensurate with the post.

## **Person Specification**

### **Qualifications & Experience**

#### **Essential**

- A third level degree or relevant work experience in administration and project work.
- A minimum of 2 years' work experience.
- Project coordination experience.

#### **Desirable**

- Qualifications in sport, administration, IT or project related areas.
- Experience of working in a Higher Education environment.
- Involvement or knowledge of EU Sport policies and projects.
- Experience of working in the sports sector (coaching and/or coordinating sports and physical activity programmes).

### **Skills & Competencies**

- Excellent interpersonal and communication skills with an ability to communicate effectively with a wide range of audiences.
- Ability to collate, prepare and write reports.
- Ability to work independently and as part of a team.
- Good IT skills and experience of working with MS Outlook, Word and Excel.

- Excellent time management and the ability to prioritise and plan a workload effectively
- Strong organisational and problem-solving skills
- Ability to complete tasks efficiently and meet deadlines.
- Highly self-motivated, versatile and willing to undertake training and development opportunities.
- Energetic and enthusiastic disposition with an interest in sport and physical activity.

### **Application Information**

In order to assist the selection process, applicants should submit a Curriculum Vitae and a Cover Letter (1x A4 page) that specifically address the following points in their application.

- Applicants must have at least 2 years of experience preferably in administration and project work. Applicants should clearly address this experience and how they obtained their knowledge in their application.
- An understanding of the project coordination process is essential. The applicant should give examples of involvement in projects and what the applicant learned from the process.
- Illustrate, through past example, their ability to work on their own initiative and resolve problems.

### **Please Note:**

- Applicants who do not address the application requirements above in their cover letter will not be considered at the short list stage.
- Applicants should note that the interview process for this appointment may include the delivery of a presentation and may include a test of practical skills.

### Further Information for Applicants

URL Link to Area	<a href="http://www.tcd.ie">www.tcd.ie</a>
URL Link to Human Resources	<a href="https://www.tcd.ie/hr/">https://www.tcd.ie/hr/</a>

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

Trinity is Ireland's leading university and is ranked 101 in the world (QS World University Rankings 2020). Founded in 1592, the University is steeped in history with a reputation for excellence in education, research and innovation.

Located on an iconic campus in the heart of Dublin's city centre, Trinity has 18,000 undergraduate and postgraduate students across 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 [19 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. Trinity is also home to 5 leading flagship research institutes:

- Trinity Biomedical Sciences Institute (TBSI)
- Trinity College Institute of Neuroscience (TCIN)
- Trinity Translational Medical Institute (TTMI)
- Trinity Long Room Hub Arts and Humanities Research Institute (TLRH)
- Centre for Research on Adaptive Nanostructures and Nanodevices (CRANN)

Trinity is the top-ranked European university for producing entrepreneurs for the past five successive years and Europe's only representative in the world's top-50 universities

(Pitchbook Universities Report).

Trinity is home to the famous Old Library and to the historic Book of Kells as well as other internationally significant holdings in manuscripts, maps and early printed material. The Trinity Library is a legal deposit library, granting the University the right to claim a copy of every book published in Ireland and the UK. At present, the Library's holdings span approximately 6.5 million printed items, 400,000 e-books and 150,000 e-journals.

With over 120,000 alumni, Trinity's tradition of independent intellectual inquiry has produced

some of the world's finest, most original minds including the writers Oscar Wilde and Samuel Beckett (Nobel laureates), the mathematician William Rowan Hamilton and the physicist Ernest Walton (Nobel laureate), the political thinker Edmund Burke, and the former President of Ireland Mary Robinson. This tradition finds expression today in a campus culture of scholarship, innovation, creativity, entrepreneurship and dedication to societal reform.

## **Rankings**

Trinity is the top ranked university in Ireland and ranked 101 in the world (QS World University Rankings 2020). Trinity ranks in the top 50 in the world on 4 subjects and in the top 100 in 18 subjects (QS World University Rankings by Subject 2020). Full details are available at: [www.tcd.ie/research/about/rankings](http://www.tcd.ie/research/about/rankings).

## **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 Business, Enterprise and Innovation and further information on the Highly Skills Eligible Occupations List is set out in Schedule 3 of the Regulations <https://dbei.gov.ie/en/What-We-Do/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://dbei.gov.ie/en/What-We-Do/Workplace-and-Skills/Employment-Permits/Employment-Permit-Eligibility/Ineligible-Categories-of-Employment/> . Non-EEA

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:

### Recruitment

Human Resources, House No. 4,

Trinity College Dublin, the University of Dublin

Email: [recruit@tcd.ie](mailto:recruit@tcd.ie)

