

Sports and Wellbeing
Manager
(Balgaddy, Neilstown, Rowlagh)

Job Description



Clondalkin Community Facilities (CCF) is a new organisation, responsible for management, governance and operations of three community centres in North Clondalkin. The three community facilities overseen under management by CCF are based in Balgaddy, Neilstown and Rowlagh, all in the North-Clondalkin area of South Dublin County. The three centres are owned by South Dublin County Council, who provide a management license to the CCF Board of Clondalkin Community Facilities, a company limited by guarantee, with a Board of locally elected directors, including representatives from South Dublin County Council, the local community and key stakeholders. YMCA Dublin is engaged by CCF to oversee and manage the day-to-day operation of the community facilities on behalf of the Board of CCF.

Overview of Role:

The Sports and Wellbeing Manager will be based in the Clondalkin community (Neilstown, Rowlagh, Balgaddy) where YMCA Dublin has been invited to establish a presence. This role will work across all 3 centres.

The Sports and Wellbeing Manager will foster and encourage a culture of Active Participation, supporting opportunities for and access to sport, wellbeing and physical activity in the 3 communities. The manager will address barriers to participation and encourage access and increase opportunities for participation by those who experience disadvantage for any reason.

CONTEXT FOR APPOINTMENT

YMCA are seeking to recruit a Sports and Wellbeing Manager to develop, facilitating and supporting the delivery of sporting and wellbeing initiatives across Rowlagh, Neilstown and Balgaddy communities. This is an exciting time to be joining YMCA Dublin as the organisation grows into new communities.



THE POSITION

Title	Sports and Wellbeing Manager
Reporting to	Clondalkin Community Regional Manager
Direct Reports	CE Staff
Place of Work	Rowlagh, Neilstown and Balgaddy Community Centres
Working Hours	Full-time – 37.5 hours per week , You will be required to work one Saturday per month and act as On Call out of hours.
Salary	€45,000
Nature of Post	3 year



ROLE SUMMARY

We are seeking an individual who is inspired by playing an important role in changing people's lives and therefore communities. We are all about creating inspirational pathways and opportunities, opening doors and welcoming all to get involved and make a positive difference. Working with us means helping children, young people and families at all levels of ability, from all walks of life, to develop their self-esteem and potential in new ways. This role will expand the range of sporting and wellbeing opportunities for all people in Rowlagh, Neilstown and Balgaddy with a particular focus on Children, Young People and underrepresented groups within the local communities.

Centre Management Duties.

- As Manager, you will have responsibility for ensuring effective maintenance of the buildings and facilities, including the supervision of contractors and others regarding work carried out in the centre.
- To co-ordinate, supervise, support, direct and motivate staff and volunteers. Support Tus and CE participants who are based at the Centres while liaising with their supervisors.
- To lead the team by example.
- Ongoing support and supervision of volunteers
- Provide support and Supervision to designated staff
- Work to an annual plan to which will be agreed with your line manager
- Day to day management for example drawing up rotas, booking overviews, Purchase Order approvals etc.

Sports Development

- Identify sport, recreation and health initiatives and oversee strategic planning and implementation across 3 sites.
- Consult and work with team and local communities to identify the need and demand for new activities.
- Coordinate, deliver and promote relevant sporting activities, classes and events, often within a specific community or to targeted groups.
- Developing School links and pathways for sports participation
- Develop Active Healthy living programs for older people within the local communities
- Develop youth sports in conjunction with Youth and Family work manager
- Raise public awareness of health and fitness issues and promote participation in sport, particularly for those who have disabilities and among underrepresented groups. Encourage and foster opportunities for programme development and new initiatives with partner agencies.

Partnerships and Collaboration:

- Liaise and work with local partners and stakeholders to assess gaps in provision, enhance the coherence, range, reach and quality of health and wellbeing services.

Project Coordination & Evaluation:

- Utilise, maintain and develop the organisations evaluation systems to measure the effectiveness and impact of sports related activities.
- Use data analysis to identify successful practices and areas for improvement, leading to continuous project enhancement.

Administration

- Maintain accurate records and provide regular reports on outcomes,
- Maintain essential administration, child protection, and health and safety requirements relating to the service when required.
- Ensure that all activities comply with organisational policies and legal frameworks e.g. health and safety legislation, child and adult at risk safeguarding.
- Represent YMCA Dublin at meetings, events, and networks.
- Work to a set budget
- Accessing funding as appropriate.
- Participate in team meetings and supervision.
- Abide by YMCA policies and procedures



Community



Youth Spaces



Childcare



WELCOMING, INCLUSIVE, EMPOWERING, CARING, RESPONSIBLE

- Desirable to hold a sports development, leisure management, adapted physical activity, community development, health promotion or other relevant discipline, and also have;
- At least 1-year experience working in a similar role i.e. working in communities piloting and developing, project management, facilitating and delivering sport and physical activity programmes
- Inter-personal skills to involve people, schools and communities in the planning, delivery and evaluation of programmes and initiatives.
- Experience of working with a variety of people (different ages, genders, ability levels etc)
- Experience in programme monitoring, evaluation and reporting
- Excellent communication and interpersonal skills to effectively engage with diverse stakeholders.
- Awareness and understanding of different models of integrated sports programming
- Awareness of current issues for people in accessing and participating in sport/physical activity
- Ability and commitment to work unsociable hours

KPIs / PRIORITIES AFTER 6 MONTHS

After 6 months in the role, you will be expected to be working towards the following KPIs and priorities:

- ✓ Have a comprehensive understanding of the organisation, mission, ethos and service delivery.
- ✓ Design and initiate relevant sporting activities, classes and events, across 3 sites.
- ✓ Established strong relationships with community groups, and other relevant organisations to lay a foundation for partnerships and community trust.
- ✓ Evaluation and Data Collection: Using our CRM, track and assess the impact of community initiatives and gather data to inform future efforts.