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 **Application Form for the Post of:**

**Community Sports Hub Coordinator**

**Closing Date & Time:** **5pm on Friday, February 18th 2022.**

|  |  |
| --- | --- |
| **FIRST NAME** *(Block Capitals)* |  |
| **SURNAME** *(Block Capitals)* |  |
| **ADDRESS** *(for correspondence)* |  |
|  |  |
|  |  |
|  |  |
| **EMAIL ADDRESS** |  |
| **TELEPHONE NO’S** *(Home)* |  |
|  *(Mobile)* |  |

**REFEREES**

Please give below the name and address of two responsible persons, as Referees, to whom you are well known but not related, whom we can contact for a reference. If you are or have been in employment one of the Referees should be an existing or former employer.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | **Name** |  |
| **Position held** |  | **Position held** |  |
| **Address** |  | **Address** |  |
|  |  |  |  |
|  |  |  |  |
| **Tel No.** |  | **Tel No.** |  |
| **Email address** |  | **Email address** |  |

***Please tick box if existing or former employer*** [ ]  ***Please tick box if existing or former employer*** [ ]

**Do you have any objection to County Kildare LEADER Partnership contacting your past/or present employers? YES** [ ]  **NO** [ ]

**PARTICULARS OF EDUCATION**

*Any offer of employment is subject to verification of educational qualifications, proof of identification etc., Any deliberate misrepresentation or omission could result in the withdrawal of any offer of employment (if successful), or in dismissal, should employment have commenced.*

1. **GENERAL EDUCATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **School or College****Attended** | **Period****From To** | **Examinations Taken****(with dates)** | **Results****(Pass or Honours)** |
|  |  |  |  |

1. **ACADEMIC, PROFESSIONAL OR TECHNICAL QUALIFICATION** *(If any)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Degree or other qualification held** | **University/College or Examining Authority** | **Level of Degree** **e.g. L8/L7**  | **Date of Qualification** | **Grade obtained** | **Subjects taken in final exam** |
|  |  |  |  |  |  |

**PARTICULARS OF PRESENT OR MOST RECENT EMPLOYMENT**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer** |  | **Position Title** |  |
| **Address** |  | **Permanent/Temporary** |  |
|  |  | **Date of Permanent** |  |
|  |  | **Appointment** |  |

**EMPLOYMENT HISTORY**

*(Please state, in order from present day to first, positions held since leaving school. It is important to give full details. In the event that you wish to provide information on more than 3 posts you can submit this information on an additional sheet.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employer Name & Address****1** | **Nature of Business** | **Dates (from – to)** | **Position Held** | **Reasons for leaving**  |
|  |  |  |  |  |
| **Description of Main Duties & Responsibilities** |
| **Employer Name & Address****2** | **Nature of Business** | **Dates (from – to)** | **Position Held** | **Reasons for leaving**  |
|  |  |  |  |  |
| **Description of Main Duties & Responsibilities** |
| **Employer Name & Address****3** | **Nature of Business** | **Dates (from – to)** | **Position Held** | **Reasons for leaving**  |
|  |  |  |  |  |
| **Description of Main Duties & Responsibilities** |

**Supplementary Questions Section for the post of**

**Community Sports Hub Coordinator**

Please refer to the “Competency Framework” Appendix at the end of this application for further information on the competencies for this role. In each of the competency areas below briefly detail one example which you feel best demonstrates your capacity in the competency area described. You may use the same example across more than one competency area should you so wish. You should be mindful that the scale and scope of the examples given demonstrate the competency in question and are appropriate to a Community Sports Hub Coordinator. You should also have regard to the “Essential Requirements” section of the Appendix in choosing your examples.

1. **Management and Change:**

|  |
| --- |
| **Answer:**  |

1. **Delivering Results/Communicating Effectively:**

**Answer:**

1. **Performance Management and Team Work:**

**Answer:**

1. **Personal Effectiveness:**

**Answer:**

**Additional Information**

Please include below a brief personal statement (i.e. no longer than 300 words) outlining why you wish to be considered for the post and where you feel your skills and experience meet the requirements of the position

**Answer**:

**PERIOD OF NOTICE:**

How soon after an offer of employment could you take up duty? **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DRIVING LICENCE:**

Do you possess a full-unendorsed driving licence? **YES** [ ]  **NO** [ ]

**Before signing this form, please ensure that you have replied fully to all questions. Candidates may be shortlisted on the basis of the information given in this application form.**

I, the undersigned, **HEREBY DECLARE** all the foregoing particulars to be true.

|  |  |  |  |
| --- | --- | --- | --- |
|  **Signature** |  | **Date** |  |

**Completed application forms must be submitted via email to** **ksp@kildarecoco.ie**

**Closing date for receipt of Application: - 5pm on Friday, February 18th 2022.**

 **Applications received after the closing date and time will not be accepted.**

**Note: Hard copy Application forms will not be accepted.**

**Appendix**

**INFORMATION SHEET – COMPETENCY FRAMEWORK**

A competency framework has been developed for the position of Community Sports Hub Coordinator. Candidates will be expected to demonstrate sufficient evidence within their application form that they possess the following competencies through the experience and skills they have gained to date. The key competencies for the role are as follows:

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| --- |
| **Competency** |
| **Management and Change** | * Ability to understand and implement change and demonstrate flexibility and openness to change within the Community and Voluntary Sector
* Ability to develop and maintain positive, productive and beneficial working relationships
 |
| **Delivering Results/Communicating Effectively** | * Ability to plan work and allocate staff and other resources effectively
* Ability to implement high quality service and customer care standards
* Have excellent communications, presentation and facilitation skills
* Understand the different methods of communications and use of same
 |
| **Performance Management** **And Team Work** | * Ability to supervise a team or work area to achieve corporate objectives
* Have a constructive, positive and progressive attitude to working as part of a team
* Have a self-motivated approach to work
* Have a strong team ethic of co-operation and mutual support
* Ability to create partnerships with individuals, groups, clubs, relevant agencies and the wider community
 |
| **Personal Effectiveness** | * Ability to take the initiative and be proactive when the opportunity to make a contribution arises
* Ability to manage time and workload effectively
* Ability to maintain a positive and constructive and enthusiastic attitude to their role
* Have an ability to problem solve
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| --- |
| **Essential Requirements** |
| **Knowledge, Experience and Skills** | * Demonstrate the knowledge and understanding of the structure and functions of the Local Sports Partnership network
* Demonstrate the knowledge of current issues for physical activity levels.
* Understanding of the role of the Community Sports Hub Coordinator within a Local Sports Partnership
* Have relevant “on-the-job” experience and evidence of a similar role, particularly in the area of water sport development
* Have strong administrative and organisational skills
* Ability to monitor and evaluate work and write reports.
* Ability to co-ordinate and facilitate events
* Ability to think strategically in the development of clubs and facilities
* Ability to deliver a range of water-based programmes and activities
* Ability to produce and access information efficiently and accurately
* Have knowledge and experience of operating ICT systems
* Ability to prepare, monitor and manage budgets
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