

## **HSE Community Games**

### **Integration Development Officer (full-time, twelve month contract)**

HSE Community Games is seeking to recruit an Integration Development Officer (IDO) based in the Head Office. The IDO will be responsible for delivering integration programmes for the organisation on a national basis, focusing in the Leinster region for year one. The IDO will be computer literate (Microsoft Office, Word, Excel, Access), develop and maintain excellent communications with new communities, Areas, Counties, maintain an efficient and effective set of procedures to ensure that all operations run smoothly within their work region. In addition the IDO will be the initial point of contact for all Area & County inquiries pertaining to the integration of participants and volunteers from new communities.

The ideal candidate will have relevant qualifications and considerable relevant experience working in busy community/voluntary/sports based environments. Being able to work on one's own initiative as well as part of a small team will be essential. Experience of working with volunteers from new communities is essential. The salary will be between €26,000 and €30,000 per annum, subject to meeting the criteria, particularly the experience and qualifications outlined in the Person Specification.

The successful candidate will have a logical and organised approach to development, pay attention to detail and have an ability to prioritise. The IDO reports to the National Development Officer.

To apply please forward a Curriculum Vitae and covering letter by post to Mr. Fiachra O'Mathuna, Chief Executive Officer, HSE Community Games, SportHQ, 13 Joyce Way, Park West, Dublin 12 or by email to: [ceo@communitygames.ie](mailto:ceo@communitygames.ie). **The closing date for receipt of applications is 12:00pm Wednesday the 3<sup>rd</sup> of March, 2010. Interviews will take place on Wednesday the 10<sup>th</sup> of March, 2010.**

HSE Community Games is an equal opportunities employer. For the job description and person specification please visit: [www.communitygames.ie](http://www.communitygames.ie).