

## **National HSE Community Games**

### **Job Description for Regional Development Officer (RDO) – Midlands Region**

The Regional Development Officer (RDO) will be based initially in the Midlands Region of Ireland and will on occasion attend the Head Office of the HSE Community Games.

The purpose of the RDO role is to increase participation numbers of young people to experience a wide range of sporting and cultural activities. Through recruiting, training, supporting and encouraging volunteers the RDO will increase the number of Areas and of local volunteers. The RDO will support and strengthen committee structures in Areas and Counties.

We are looking for a committed enthusiastic individual with the capacity to work with, influence and motivate a range of volunteers, partners and agencies throughout the region. The RDO will have excellent communication, organization, presentation and negotiation skills. In addition the RDO will have a good overall education, relevant experience and a good understanding of sporting and cultural activities. The ability to work on one's own initiative as well as within a team is also a key requirement.

#### **Responsibilities:**

- Working closely with HSE Community Games volunteers in promoting, developing and increasing Area and participation numbers across all counties in the midlands region
- Promoting HSE Community Games in national/secondary school, youth groups, community centres and through the local media
- Recruiting new people, particularly parents, as volunteers to establish new HSE Community Games Areas in their own communities
- Rejuvenating HSE Community Games Areas which have lapsed
- Organizing public Information Events/Open Days in conjunction with Counties and or Areas
- Developing appropriate initiatives and programmes to get young people involved in sporting & cultural activities
- Arranging and or attending meetings with various community groups, LSPs and sports organisations to foster and maintain positive working relationships and implement with potential for joint delivery of participation programmes
- Monitoring the tracking the outcomes of activities and reporting monthly
- Support local Area and Counties Committees with strengthening operation structures, implementing funding programmes, recruiting and training of current and new volunteers and ensuring each Area and County is a viable and sustainable entity
- Any other duties as reasonably directed

#### **Requirements:**

- Educated to third level
- Knowledge of working in the Voluntary Sector
- Knowledge of Sporting and Cultural activity
- Ability to work as part of a team
- Ability to co-operate professionally with staff and volunteers
- Have a record of achieving targets
- Be able to work on own initiative

- Excellent communication skills, including, the ability to write clear and concise reports and proposals
- Ability to plan, implement and evaluate projects
- Computer literate, organised & proficient in MS Word, Access & Excel
- Excellent communication skills for working with staff and volunteers

**Work Conditions:**

- Contract: The successful candidate will be offered a 12 month contract which will be renewable subject to satisfactory performance and funding
- Remuneration: The salary for the position will be between €26,000 - €32,000 per annum, depending on relevant qualifications and experience
- Working hours: The ability to work flexible hours including evenings and weekends is essential, as well as the ability to work without close supervision and to communicate with all sections of the HSE Community Games.
- Dress: Normally formal for meetings and smart informal the rest of the time
- Expenses: Vouched expenses related to the position will be paid monthly in arrears
- Training: The RDO will be provided with in-house and external training where necessary
- Travel: The RDO will require the use of a car and have a full driving license as the position involve extensive travel
- Location: The RDO will be located at the main office base in the midlands initially and occasionally at Sport HQ, Parkwest, Dublin 12 (subject to operational changes).