

Laois Sports Partnership: Programme Manager **(<https://www.activelink.ie/node/116197>)**



Programme Manager

Laois Sports Partnership CLG wishes to recruit a Programme Manager. Grade 6 administrative scale in line with the local authority grades commencing at €55,090.

The following is a non-exhaustive list of the primary duties of the Programme Manager. The appointed person will:

Strategy & Governance

- Assist with the development, delivery and reporting of the LSP's Strategy & Annual Operation Plan
- Provide direct support to the Coordinator and the LSP team to achieve a coordinated approach to the development of sport and physical activity throughout the community and for agreed target groups.
- Coordinate and manage reviews of the annual operational plan reporting on the effectiveness and impact of work areas.

Management & Programming

- Manage and coordinate the work activities of direct reports to achieve the goals and objectives of the LSP.
- Be responsible for leading staff, monitoring performance and identifying training and development needs.
- Plan and manage the work activities of work placement students, volunteers, coaches and tutors.
- Create and implement a comprehensive range of physical activity programmes and events for relevant target groups with a view to creating sustainable participation.
- Support the coordinator in implementing accurate and efficient reporting structures
- Manage and be responsible for programme budgets ensuring timelines and reporting structures are met and budgets adhered to.

Research/Evaluation

- Manage the implementation of a monitoring and evaluation framework for all projects, programmes and initiatives.
- Conduct research of participation in sport and physical activity in the community including, where relevant, needs analysis to identify suitable support to increase participation in sport and physical activity in the community and target groups.
- Prepare reports as appropriate relating to existing and proposed initiatives and present timely and relevant information and advice to the coordinator.
- Partnerships and Communication
- Develop relationships with appropriate partner organisations and local community groups to create links and encourage collaboration between partners.
- Work in partnership with stakeholders to share knowledge and information relevant to target groups in the community to identify the needs and demand for new activities.
- Support and guide clubs and communities with various issues as they arise.

Please see Job Description attached below.

To Apply:

Please send Letter of Suitability and Curriculum Vitae by email to:
Caroline Myers, Email : cmyers@laoissports.ie (<mailto:cmyers@laoissports.ie>)

Closing date for receipt of applications: Midday Friday 4th July 2025

Shortlisting may apply.

Laois Sports Partnership is an equal opportunities employer.

Region

Co Laois

Date Entered/Updated

13th Jun, 2025

Expiry Date

4th Jul, 2025

Attachment

Size

<u>Programme-Manager-JD-1..pdf</u>	97.81 KB
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Source URL: <https://www.activelink.ie/vacancies/community/116197-laois-sports-partnership-programme-manager>