

Age & Opportunity Active Programme

PALs (Physical Activity Leader) Coordinator

Position:	Full-time, 37.5 hours per week
Contract:	12 months Specified Purpose Contract initially
Salary:	€37,000 to €40,000 per annum depending on level of experience
Reporting to:	Active Programme Manager (and Active Programme Assistant Manager in her absence).
Location:	Hybrid. The candidate will be required to travel nationally and also attend regular meetings in our Dublin office.

Background

Age & Opportunity is the national organisation that provides a range of opportunities for older people who want to get more involved in arts and culture, sport and physical activity, civic engagement and personal development. Our mission is to enable the best quality of life for us all as we age. Our vision is of an Ireland where all older people can be more active, more visible, more creative, more connected, more confident, more often.

We have an opportunity for a candidate who is highly motivated, with a strong project management background to join our Active Programme team as PALs Coordinator.

Our Active programme is the national sport and physical activity programme for older people funded by Sport Ireland and the HSE. The programme is designed to get older people in Ireland more active. Our **PALs (Physical Activity Leaders)** initiative is an education and peer leadership initiative which trains older people how to lead sport and physical activity sessions in their local groups and communities. We have a network of trained PALs around the country.

Our Physical Activity Leaders initiative also encompasses our CarePALs and PPALs initiatives.

Our **CarePALs** initiative trains those working or volunteering in nursing homes and day care settings to lead suitable physical activities with people in their care.

Our **PPALs** initiative trains older adults with intellectual disability to take a leadership role promoting physical activity among their peers.

Over the past two years we have carried out two major research studies of the impact of the pandemic on older people's groups involved in physical activity programmes. The research shows that these groups and their associated Physical Activity Leaders (PALs) were severely impacted by the debilitating effects of the pandemic. However, it also shows that hundreds of PALs (within community and residential care settings) across the country, have returned to leading physical activity in their groups.

Supporting these PALs, revitalising their groups and the strengthening and expansion of our PALs network are key strategic priorities for us over the next three years. The appointment of a PALs Coordinator is a key part of this strategy.

This is a challenging and exciting opportunity to contribute to the national programme of physical activity for older people.

Job Description

Main Tasks and Responsibilities

- Lead on rolling out our re-engagement plan with PALs, CarePALs and PPALs in line with our strategy, mission and vision and ensure that these initiatives are further developed, supported and appropriately resourced.
- Develop a strong working relationship with and act as Age & Opportunity's main point of contact with all PALs initiative participants.
- Conduct on-site visits to PALs groups on a regular basis.
- Assist in setting up a register of participants on our database, and maintain this database, extracting reports from database system as required.
- Organise and keep records of workshops, gatherings and networking events, and arrange refresher workshops when they fall due.
- Set up an award system for PALs and PPALs.
- Develop new and maintain existing stakeholder relationships with a range of agencies and organisations.
- Promote awareness of PALs initiatives and their activities, working with our Communications Manager, including producing and designing regular newsletters for participants. Keep participants informed about all Age & Opportunity programmes and initiatives particularly those that may enhance their activities.
- Organise and contribute to the organisation of events including training activities, seminars or conferences in conjunction with the Active Programme Manager and the Communications Manager.
- Assist in the recruitment and training of participants nationally in conjunction with the wider Active programme team and local agencies. Identify further training opportunities for participants.

- Work closely with our Policy, Research and Evaluation Manager on evaluations of our PALS initiatives.

Other Responsibilities:

- Ensure adherence to legislation, regulations and defined quality standards on all projects undertaken.
- Follow the policies and procedures outlined in Age & Opportunity's Employee Handbook, Policies and Procedures Manual, Internal Financial Controls and Procedures and Safety Statement.
- Commit to the purpose of Age & Opportunity, and work within the values of the organisation.
- Participate in regular supervision with your line manager.
- Actively participate in full team meetings.
- Show reasonable flexibility in relation to hours of attendance to meet the needs of the work. Work during unsocial hours may be required.
- Have a flexible approach to the work in response to organisational change, development and review of best practice.
- Participate in and engage with a performance management programme.
- Identify training needs with your line manager and participate in training opportunities appropriate to the role.
- Contribute as an active member of the Age & Opportunity team, to the development and support of other initiatives within the organisation where relevant.
- Promote and represent Age & Opportunity on committees and at events as requested.
- Operate within agreed budgets seeking authorisation for expenditure and be accountable for such expenditure authorised and ensure the appropriate coding of expenses.
- Provide written reports as per deadlines requested.
- Undertake any other tasks as will from time to time be requested

Person Specification

This person specification sets out the various criteria which are desirable or essential for the post and by which we will assess your application.

Education – desirable

A third level qualification in a relevant field is desirable.

Experience – essential

- Experience in project and people management and stakeholder engagement.
- Experience in developing and managing similar initiatives.
- At least 2 years' experience in the area of health and wellbeing, physical activity or sport.
- At least 2 years' administration experience.
- Experience in using a CRM system, preferably Salesforce.
- Strong interest in the area of older people's health, physical activity or sport.

Skills – essential

- A team player with good interpersonal skills and the ability to engage with a range of people.
- Excellent administration skills.
- An ability to analyse information and communicate in a concise and articulate manner.
- Excellent written and oral communication skills.
- Strong project management and organisation skills, as well as attention to detail.
- High level computer literacy and competency in Word, Excel and PowerPoint.
- An ability to administer a CRM system, preferably Salesforce.
- Full drivers licence and use of a car.

Remuneration and Benefits

The salary for this position is in the range of €37,000 to €40,000, depending on the level of experience.

Age & Opportunity offers the following benefits in addition to salary:

- Excellent working conditions in our Dublin office with a hybrid working model in place.
- Flexible working arrangements.
- An 8% employer's contribution to pension (subject to a minimum 4% employee contribution).
- Annual leave of 24 days.
- Paid Maternity / Adoptive leave after 12 months' service.
- Closure of the office on Good Friday and Christmas Eve (gift days).
- Employee Assistance and Wellbeing programme.
- Opportunity to avail of continuous professional development training specific to the role as deemed appropriate.
- Travel (bike to work scheme, tax saver commuter tickets).

The complete list of terms and conditions will be made available to the candidate offered the role.

To apply:

Please send your CV and cover letter, outlining how you match the above criteria, by email to margaret.roe@ageandopportunity.ie

Deadline for receipt of applications is Friday the 24th of March 2023 at 5pm.

Interviews will be held on Thursday the 13th of April 2023.

Shortlisting will apply.

Age & Opportunity is an equal opportunities employer.



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