

KWNT3626 - Assistant Sports Promotion Officer (Arklow Sports Promotion Unit)

Qualifications & General Conditions

Overall Role:

The Assistant Sports Promotion Officer is responsible for devising, implementing and coordinating various sports and physical activity programmes for “at risk” young people in the Arklow area. The programmes are aimed at young people aged between 10 – 25 years. The role requires positive youth and community engagement to increase outcomes for young people in the area. The Assistant Sports Promotion Officer will be based mainly in Arklow

Health

Candidate shall be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service

Education/Experience, etc

Applicants for this post should:

- Hold a recognised relevant youth work, sport or recreation related qualification.
- Hold recognised coaching qualifications in mainstream and nonmainstream sports (desirable but not essential)
- Have experience working in youth sport or recreation provision, community development or youth work.
- Have experience in delivering supports to Gaelic games organisations.
- Be computer literate
- Be motivated, outgoing and enjoy a challenge.
- Be willing to show initiative and be a self-starter.

Particulars of Office

The Post

1. This post is 37 hours per week, 7hrs and 24 mins per day.
2. This post is fixed term post for 1 year and subject to the ETB continuing to be funded by the Department of Education and Youth for this purpose.

2. Salary:

Salary for this post will be €38,815.23 per annum. Salary will be paid fortnightly in arrears.

The salary shall be fully inclusive and shall be as determined from time to time. Holders of the office shall pay to KWETB any fees or monies (other than their inclusive salary) payable to or received by them by virtue of their office or in respect of any services which they are required to perform.

3. Leave

Annual Leave and Sick Leave entitlements will be in line with similar posts KWETB. Annual leave will be 26 days per annum. This can be confirmed on appointment.

4. Duties

The person appointed will carry out his/her duties subject to the control and direction of an authorised officer of KWETB.

5. Holders of the office shall hold a full driving licence for Class B vehicles and shall be in a position to drive a motor car in the course of their duties and for this purpose provide and maintain a car to the satisfaction of KWETB.

6. KWETB will form a panel from which one immediate vacancy will be filled.

7. The term of employment will be 1 year contract with the proviso that it will be reviewed at the end of the first year subject to satisfactory completion of a four month probationary period.

8. External paid work may not be undertaken without the previous written consent of the KWETB.

9. Grievance and disciplinary procedures will be in line with those applying to similar posts in KWETB.

10. The Head-Quarters for this position will be in Arklow

11. KWETB Assistant Sports Promotion Officer will be expected to work irregular hours such as evening and weekend work.

The Assistant Sports Promotion Officer will:

- Report to and deliver programmes under the Supervision of the Youth Officer.
- Work intensively with young people to encourage and develop their participation in sporting and physical well-being activities.
- Promote the aim of the Sports Promotion Unit (SPU)
- Liaise with local sports clubs to help promote, coach and develop sporting activities in disadvantaged communities in the local area.
- Assist with the delivery of sports related programmes to “At Risk” young people aged 10-25 years.
- Deliver multi-sports and physical activity programmes in community and local sports clubs.
- Help to identify the sporting/physical activity needs of various communities, age groups, genders and assist with the development of suitable and sustainable sports programmes.
- Motivate and encourage young people to join local sports clubs through linking young people into the clubs, organising membership, transport and assisting in the sports club from time to time.
- Undertake administrative duties such as planning & timetabling, booking facilities, devising promotional material, keeping up-to-date attendance lists, evaluating programmes, producing monthly reports and other administrative duties that may arise.
- Be conscious of the legal requirements of working with young people including child protection guidelines, supervision ratio’s, health & safety, insurance and report any matters of concern to the Sports Promotion Officer.
- Assistant Sports Promotion Officers will be required to work such hours as may be assigned by the their line-manager and will be expected to work irregular hours as duties will mainly entail afternoons, evenings and some weekend work. A reporting system in relation to hours worked, targets achieved is in operation and will be completed regularly by the Assistant Sports Promotion Officers as required by the KWETB Youth Officer.
- Support the maintenance of the Arklow Sports Promotion Unit facility.

Application process

Fully completed official application form should be submitted via email to jobapplications@kwetb.ie no later than **12 noon on Wednesday, 8th April 2026**.

Please note the following •

Short listing may apply.

- Canvassing by or on behalf of the candidate will automatically disqualify.
- Late applications will not be accepted.
- It is the responsibility of the candidate to ensure that the application form is received at the stated email address before the stated deadline. It is recommended applicants request a delivery receipt when sending their application. Any technical difficulties encountered by the sender when submitting an application are not the responsibility of the KWETB.

Eligibility to compete

Citizenship Requirements

Eligible candidates must be:

- (a) A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or
- (b) A citizen of the United Kingdom (UK); or
- (c) A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
- (d) A non-EEA citizen who has a Stamp 4 permission[1] or a Stamp 5 permission.

To qualify candidates must be eligible by the date of any job offer.

Reasonable Accommodation Statement

Kildare and Wicklow Education and Training Board (KWETB) is committed to fostering an inclusive and supportive environment for all applicants, learners, and staff. We welcome and encourage applications from individuals of all backgrounds and abilities. We actively support the development and employment of people with disabilities and promote diversity and inclusion throughout the organisation.

In line with the Employment Equality Acts 1998–2015, we are committed to ensuring that candidates with disabilities are treated fairly, have the opportunity to perform at their best and that all recruitment processes are based on merit. We provide positive support to candidates who disclose a disability and ensure that requests for reasonable

accommodations are assessed through a collaborative, transparent, and consistently applied process.

Reasonable accommodations are adjustments or supports that help remove barriers for individuals with disabilities, without imposing a disproportionate burden on an organisation.

Examples of reasonable accommodations may include:

- Providing accessible interview locations or online interview options
- Supplying materials in alternative formats (e.g. large print, Braille, or digital)
- Allowing additional time for interviews, assessments, or tests
- Modifying workspaces for accessibility
- Adjusting work schedules or offering remote working options
- Providing assistive technology or software
- Arranging for an Irish sign language interpreter or personal assistant during interviews or training

For more information or to request a reasonable accommodation, please contact niamhtormey@kwetb.ie to arrange a confidential conversation with a member of our team. All requests will be handled with sensitivity and confidentiality.