

CARA Adapted Physical Activity Centre
Training and Education Officer
(1 year fixed term contract)



Overview:

The CARA National Adapted Physical Activity Centre is committed to leading, coordinating and supporting developments in Adapted Physical Activity, Adapted Physical Education and Disability Sport. Through the development, coordination and facilitation of training and educational workshops/resources the CARA National Adapted Physical Activity strives to build capacity at local, national and international level to facilitate, support and advocate for the inclusion of people with disabilities in sport, physical activity and physical education throughout Ireland.

Job Title:	National Training and Education Officer
Location:	CARA National Adapted Physical Activity Centre
Hours:	39 hours per week. (The chosen candidate must be flexible and willing to work evenings and weekends)
Reporting to:	Manager, CARA Adapted Physical Activity Centre
Salary:	35, 000 (depending on qualifications and experience)
Duration of Employment:	1 year fixed term contract
Probation:	3 months
Requirements:	Flexible approach to work Willingness to undertake any other duties that are required within the remit of the CARA APA Centre, including working evenings and weekends. Full clean drivers licence

Specific areas of Responsibility:

The appointee should carry out duties assigned by management including but not limited to:

1. Coordinating, facilitating, developing and promoting cost effective training and education workshops for coaches/instructors/teachers/para-educators/leisure professionals and students in the inclusion of people with disabilities in Sport, Physical Activity and Physical Education;
2. Developing and facilitating standardised training workshops and where requested supporting developments in Inclusive Coach Education (linked with Coaching Ireland) Inclusive Leisure Centres (linked with ILAM/NCEF), Inclusive Physical Education and Inclusive Games;
3. Developing (through partnership where possible) standardised training and education workshops on the inclusion of people with disabilities for delivery through the Local Sports Partnership Sports Inclusion Disability Programme;
4. Supporting National and European partners in developing and promoting relevant training and educational resources, courses and modules with regards to inclusion within Sport, PE and physical activity;
5. Reviewing the use and application of the EIPET Resource Pack in conjunction with EU partners through the APA/VET Project;
6. Promoting and developing the European Inclusive Physical Education Teaching (EIPET) resource pack both nationally and internationally with reference to outcomes from the EIPET Launch and potential partners;
7. Assisting with the organising of National and European APA/APE Conferences to enhance sharing of information, programmes/initiatives and research in the area of sport, physical activity and physical education for people with disabilities. With particular focus on the European Conference in Adapted Physical Activity (EUCAPA 2012) ;

8. Providing guidance and support to the Irish Sports Council on the inclusion of people with disabilities within their training and education workshops/resources;
9. Assisting with the development and updating of the training and education sections of the CARA APA Centre website and CARAFOCUS National APA Newsletter;
10. Liaise with other organisations in Ireland and abroad who are providing training and education in the area of APA/APE;
11. Liaise and advise APA staff of IT Tralee in relation to the APA programme module and development;
12. Review and analyse recent developments in the area of education and training in APA;
13. Participating in committees appropriate to CARA and meetings convened by management;
14. Maintaining appropriate records and making available information as required by management;
15. Complete other duties as assigned by the CARA APA Centre Manager /Board of Directors and Steering Committee.

Any queries to: Niamh Daffy: 0667145646/cara@ittralee.ie