

SPORTS DEVELOPMENT OFFICER

THE START OF A 3 OR 4 MONTH PROCESS

INITIAL CONTACT

If your sport is interested in the appointment of a development officer, please contact Isle of Man Sport via the Sports Liaison Officer (SLO), Louise Corkill (louise.corkill2@gov.im) who will be more than happy to help you start the process through informal discussions.

REQUIREMENTS FOR THE APPOINTMENT

Louise will work with you to finalise and submit a proposal for the appointment of a development officer for your sport which includes:

PROPOSAL

- Full or part time role
- Length of proposed employment contract *
- Proposed salary including add-ons (NI contributions)
- Confirmation that funding is in place from the association to cover employment costs and office expenses
- Requirement from IOM Sport in terms of financial support

*Individual sports are responsible for the employment and management of the development officer

WORK WITH US

SPORTS LIAISON & IOM SPORT COMMITTEE

Louise will submit the agreed proposal to the Sports Liaison Committee for discussion and support. The recommendation for approval is then passed to the IOM Sport Committee for ratification.

These meetings are held on a monthly basis.

Louise will contact you with any further requirements and/or the final Committee decision following the meetings.

IOM Sport will send formal confirmation of any agreed funding for successful proposals to you and your sport.

WHAT WOULD YOU LIKE THEM TO DO?

JOB DESCRIPTION & ROLE EXPECTATIONS

Sports are to meet with representatives of IOM Sport to finalise the job description and person specification ahead of going to advert to ensure that the role is aligned to the priorities and objectives of IOM Sport as well as those of the sport.

IOM Sport to highlight the expectations of the development officer once in post in terms of management structures, reporting schedules and support available from the Sports Development Team.

THE SELECTION PROCESS

SHORTLIST & INTERVIEW

Once the role has been advertised, IOM Sport are to be involved in the shortlisting process for candidates and to sit on the interview panel for the appointment.

The IOM Sport representative will focus questions on the role of IOM Sport and the candidate's understanding of developing your sport in relation to the IOM Sport priorities and objectives

YOU'RE HIRED!

DEVELOP YOUR SPORT

IOM Sport provide "hot desks" to the newly appointed sports development officer and support from the Sports Development Team based at the NSC.

If there are any changes to the role, the appointed person resigns or the contract is terminated prior to the end of the agreed period of employment, the IOM Sport agreed funding ceases to exist and the above process starts again.

6 months prior to the end of the employment period, IOM Sport will contact you to re-engage and start negotiations to extend the agreement should you wish to do so.