

## **Clare Local Sports Partnership**

### **Outdoor Recreation Officer**

#### **Background**

Every day in communities across the country, Sport Ireland through its network of Local Sports Partnerships (LSP) helps people to get active and removes barriers to sport and physical activity. Working with trusted professionals and valued volunteers the LSP network engages communities across the country to deliver inclusive, impactful and sustainable opportunities tailored to local needs, to get Ireland more physically active, involved in sport, and improving the mental and physical health of the nation.

The Outdoor Recreation Officer role employed in the Local Sports Partnership, will work in collaboration with the local authority, local development company, state agencies and other key stakeholder to support a more coordinated, cohesive approach to outdoor recreation at county level. The Outdoor Recreation Officer will coordinate the development of a County Outdoor Recreation Plan to support the sustainable development of outdoor recreation in their county. The position will aim to support and increase the number of people active in the outdoors while ensuring that best practice is implemented.

This role is part of an Outdoor Recreation Officer pilot programme being funded by the Department of Rural and Community Development and supported by Sport Ireland for the first time. The programme of work may be revised based on the success of these pilots and the findings from the evaluation of the programme.

#### **Job Purpose**

The Outdoor Recreation Officer role will promote cross-collaboration and provide expertise and guidance to the outdoor recreation sector in their county. They will also coordinate the delivery and reporting of the County Outdoor Recreation Plan.

## **Responsibilities**

- Identify and engage stakeholders for the County Outdoor Recreation Committee (CORC) and Stakeholder Forum and support their operation.
- Coordinate the development and implementation of the County Outdoor Recreation Plan (CORP) with the CORC, and monitor and report on progress.
- Build partnerships with key stakeholders to strengthen and develop outdoor recreation initiatives.
- Identify skills gaps and training needs in the County, and coordinate training and events for stakeholders in partnership with Sport Ireland Outdoors.
- Host County Forums/Groups twice per annum and actively participate in national networks.
- Facilitate and support the relevant stakeholders to deliver the actions from the County Outdoor Recreation Plans, and report to Sport Ireland within LSP structures.
- Provide timely, standardised data and reporting on activity and outcomes aligned to national and local strategies.
- Promote national standards and best practices locally and engage with national governing bodies and practitioners.
- Coordinate the local delivery of national communications campaigns on responsible behaviour in the outdoors and consistently advocate this messaging through engagement with stakeholders.
- Support the expansion of nature-based physical activity programmes and coordinate the local delivery of national communications campaigns.
- Ensure the accuracy of outdoor recreation opportunities listed on the National Digital Database.
- Provide advice and guidance on aspects of outdoor recreation and embed good practice into multiple stakeholders' organizations.
- Act as a point of contact for all outdoor recreation stakeholders in the County, and guide community groups to the appropriate support for trail planning, build, and maintenance process.
- Undertake any other relevant and related duties as required.
- Act as secretariat for the CORC and provide support for the Chair.

**Essential and Desirable Skills, Qualifications and Experience:**

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>TRAINING &amp; QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• A recognised third level qualification (minimum diploma) in recreation management, sports studies, environmental management or related field.</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>• A third level qualification (minimum diploma) and 5 years-experience relevant to the role responsibilities.</li> </ul>	<ul style="list-style-type: none"> <li>• QQI level 8 honours degree in relevant field.</li> <li>• Further Education or Training relevant to the post in relation to stakeholder engagement, physical activity, community development and facilitation.</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Candidates should have a minimum of 3 years' experience working in the outdoor recreation sector.</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>• a minimum of 5 years of demonstratable experience relevant to the role responsibilities.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience working with public bodies, state agencies and the private sector.</li> <li>• Experience of strategy development and implementation including stakeholder engagement processes.</li> <li>• Experience of working with underrepresented groups such as people of differing abilities and/or from vulnerable groups.</li> </ul>
<b>KNOWLEDGE &amp; SKILLS</b>	<ul style="list-style-type: none"> <li>• Excellent communication skills (written and verbal) and interpersonal skills.</li> <li>• Strong facilitation abilities and a proven track record in leading group discussions and collaborations.</li> <li>• Knowledge of the outdoor recreation sector, stakeholders and programmes.</li> <li>• Good understanding of the</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of delivering physical activity interventions in both the individual and group setting.</li> <li>• Involved in marketing and delivering communication campaigns.</li> <li>• Experience in performing research and evaluation in relevant settings.</li> <li>• Knowledge of committee work</li> </ul>

	<p>“Embracing Ireland’s Outdoors”, its objectives and actions.</p> <ul style="list-style-type: none"> <li>• Knowledge of environmental issues and impacts in the outdoor sector.</li> <li>• Proficiency in MS Office (Word, Excel, PowerPoint and Outlook).</li> <li>• Good organisational and time management skills.</li> <li>• An understanding of research and evaluation methods.</li> <li>• Effective team player in the context of a multidisciplinary team.</li> <li>• Ability to work under pressure.</li> <li>• Health/safety and risk awareness.</li> </ul>	<p>and acting as secretariat.</p> <ul style="list-style-type: none"> <li>• Understanding of LSP environment.</li> </ul>
--	--	---

**Other details:**

Candidates must also:

- be prepared to work evenings & weekends when required.
- hold a current EU driving licence.
- have the ability to travel efficiently between sites.

**Job Location:**

This position is based in our offices in Ennis, County Clare. Given the nature of the position, the successful candidate will be based onsite, with some flexibility for remote working which can be discussed at offer stage.

**Contract Duration:** The initial contract for this position will be 3 years, fulltime.

**Salary:** The salary for this position will be based on the Local Government Salary Scale Grade 5

### **Who can I speak to about this position?**

If you want to have an informal conversation regarding this position, please email [cathy@claresports.ie](mailto:cathy@claresports.ie) to set up a call with the CEO.

### **How to apply?**

Applications for this position close on Tuesday March 5<sup>th</sup> 2024 at 4pm. No late applications will be accepted.

To apply, please send the items listed below by email to [cathy@claresports.ie](mailto:cathy@claresports.ie) and clearly mark the subject 'Outdoor Recreation Officer'.

- 1) Up to date Curriculum CV. Include the names of two referees that can be contacted following your interview.
- 2) A letter of application highlighting why you think that you are suitable for the position. Within this letter, refer to the areas of competences outlined, giving high-level examples. Please also indicate the notice period you would need to work, should you be successful.

### **After applying what happens?**

Shortlisting for this position will happen once the application process has been completed. Interviews will take place on the week of the 11<sup>th</sup> March. A further round of interviews may be needed to select the successful candidate.

Clare Local Sports Partnership CLG is an equal opportunities employer. Canvassing for this position will disqualify you from progressing.