



## Sligo Sport and Recreation Partnership Outdoor Recreation Officer

### Job Description

<b>Title:</b>	Outdoor Recreation Officer (ORO)
<b>Salary:</b>	Salary in line with Grade 5 public sector pay scale
<b>Hours:</b>	The ORO will work 35 hours a week. This position will require flexibility around working hours with regards to evening and/or weekend work to accommodate the service needs, for which time off in-lieu can be taken.
<b>Travel Expenses:</b>	Travel expenses will be reimbursed where appropriate.
<b>Location:</b>	The normal place of work is Sligo Sport and Recreation Partnership, MSL ETB, Quay Street, Sligo or any other location that may be required during employment. The Company reserves the right to relocate its premises, in which case staff will be notified in writing.
<b>Reports to:</b>	SSRP Chief Executive Officer
<b>Contract type &amp; Duration:</b>	3-year fixed term contract subject to satisfactory completion of a 6 month probationary period.
<b>Application:</b>	Please apply by emailing a <b>COVER LETTER and CV</b> to <a href="mailto:info@sligosportandrecreation.ie">info@sligosportandrecreation.ie</a> by <b>12 noon Thursday 4<sup>th</sup> April 2024</b> .
<b>Interviews:</b>	Those shortlisted will be invited to attend for interview on <b>Thursday 18<sup>th</sup> April 2024</b> . Interviews will be held in person and at a Sligo Town venue.

#### Job Purpose

The role of the Outdoor Recreation Officer is paramount in the realisation of Embracing Ireland's Outdoors, the National Outdoor Recreation Strategy, and stands as a linchpin in driving its successful implementation at a county level. This strategic position holds a pivotal responsibility in creating and overseeing the strategy's leadership mechanisms at the county level, fostering sustainable development in outdoor recreation. By supporting the establishment of a County Outdoor Recreation Forum and facilitating the formation of a County Outdoor Recreation Committee, the successful candidates will play a central role in bringing together key stakeholders from various sectors. This collaborative effort is essential for shaping and executing a comprehensive County Outdoor Recreation Plan. As we strive to harmonize national objectives with local needs, the Outdoor Recreation Officer will be instrumental in forging partnerships, promoting best practices, and ensuring the seamless integration of the strategy into the fabric of each county. This position represents a unique opportunity to contribute significantly to the transformative journey of Ireland's outdoor recreation landscape, fostering a legacy of sustainable and accessible outdoor experiences for generations to come.

#### Background

Every day in communities across the country, Sport Ireland through its network of Local Sports Partnerships (LSPs) 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 pilot programme is being funded by the Department of Rural and Community Development and supported by Sport Ireland. In total, six Outdoor Recreation Officer pilot programmes will be rolled out in Local Sports Partnerships (LSPs) across the country in 2024. Sligo Sport and Recreation Partnership (SSRP) has been selected as one of the six counties for this pilot programme. The Outdoor Recreation Officer will be employed by SSRP as a member of the SSRP team and will work in collaboration with Sport Ireland and the other pilot LSPs, the local authority, local development company, state agencies and other key stakeholders 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. The programme of work may be revised based on the success of these pilots and the findings from the evaluation of the programme.

### **Responsibilities – Role Specific**

- 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.

### **General Responsibilities**

- Contribute to and assist with the preparation and implementation of the SSRP Strategic Plan and annual operational plans.
- Implement SSRP monitoring and evaluation processes to understand the effectiveness of activities.
- Provide reports and regular updates to the CEO, SSRP Board, and Sport Ireland as required.
- Prepare promotional material for various platforms and audiences on upcoming events and achievements.
- Record accurately, and in accordance with SSRP's financial policies and procedures, all relevant financial transactions relevant and prepare timely and accurate budgets and financial reports.
- Promote best practice health & safety awareness and reporting of all incidents.
- Be flexible in approach to work and undertake any other duties that may be required within the remit of SSRP.
- Ensure that all activities undertaken as an officer of SSRP are in line with SSRP values, codes of conduct and relevant legislation.



## Sligo Sport and Recreation Partnership Outdoor Recreation Officer

### Person Specification

#### Essential and Desirable Skills, Qualifications and Experience

ESSENTIAL		DESIRABLE
<b>TRAINING &amp; QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• A recognised third level qualification (minimum Level 7) in recreation management, sports studies, environmental management, or related field.</li> </ul> <p><b>Or</b></p> <ul style="list-style-type: none"> <li>• A third level qualification (minimum Level 7) 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> </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> </ul>

	<ul style="list-style-type: none"> <li>• Good understanding of the ‘Embracing Ireland’s Outdoors’, its objectives, and actions</li> <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>• Health/safety and risk awareness.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in performing research and evaluation in relevant settings.</li> <li>• Knowledge of committee work and acting as secretariat.</li> <li>• Understanding of LSP environment</li> </ul>
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<b>Attitude and Motivation</b>	<ul style="list-style-type: none"> <li>• Awareness of the importance and value of participation in sport/physical activity.</li> <li>• A constructive, positive, and progressive attitude to working as part of the SSRP team and an ability to develop partnerships with the wider community.</li> <li>• Commitment to on-going training and development.</li> <li>• A self-motivated approach to work.</li> <li>• An awareness of the role and importance of both co-ordinated and inter-agency responses to local needs in sport and physical activity participation.</li> </ul>
<b>OTHER</b>	<ul style="list-style-type: none"> <li>• Full, clean, and current EU driving licence and use of personal transport for work.</li> <li>• Willingness and ability to travel.</li> <li>• Ability and commitment to work evenings and weekends as required.</li> <li>• The successful candidate will be required to complete a pre-employment medical and the Garda Vetting process satisfactorily to SSRP’s requirements.</li> </ul>

If interested, please apply by emailing a **COVER LETTER and CV** to [info@sligosportandrecreation.ie](mailto:info@sligosportandrecreation.ie) by **12 noon, Thursday 4<sup>th</sup> April 2024**

**Candidates may be short listed based on information provided in the Cover Letter and CV.  
Canvassing will disqualify any candidate from the competition process.**

Those shortlisted will be invited to attend for interview on **Thursday 18<sup>th</sup> April 2024**. Interviews will be held in person at a Sligo Town venue.

The successful candidate will be required to take up the post with immediate effect, i.e., within 4-6 weeks.

*Sligo Sport and Recreation Partnership is an Equal Opportunities Employer*