



Comhpháirtíocht Leader Waterford Leader
Phort Láirge Partnership

The Board of Waterford LEADER Partnership CLG invites applications from suitably qualified persons for the following post.

RURAL RECREATION OFFICER

Title	Rural Recreation Officer
Status	Permanent subject to funding
Reporting to	C.E.O. WLP CLG
Salary	Starting at Point 1- 3 on the Payscale (€32,182 - €36,335)
Location	Lismore, Co Waterford
Hours	Full-time post 37.5 hours per week
Note	This post is not open to job share

The Role:

The Rural Recreation Officer (RRO) is responsible for promotion of Rural Recreation (Walks Scheme) across County Waterford.

The Person: The Rural Recreation Officer (RRO) will coordinate and oversee the management and enhancement of Walks Scheme recreational/walking infrastructure within County Waterford. The RRO will be involved in the completion of all the Walks Scheme maintenance plans, conduct trail inspections and the administration of the plans, the claims, materials, and funding for the purpose of the Walks Scheme. The Walk Scheme provides funds for farmers/private landowners for maintenance services on approved national trails on their properties. The scheme is administered by Waterford Leader Partnership CLG. WLP CLG will liaise and work collaboratively with Waterford City & County Council Walks Officer, the local Trail Management Committees, Sport Ireland and the Department of Rural and Community Development.

Responsibilities	
Co-ordinate Trail Maintenance & Management	<ul style="list-style-type: none">• Coordination and implementation of the Walk Scheme and other walking recreational initiatives as developed by Waterford Leader Partnership CLG and/or the Department of Rural and Community Development and Fáilte Ireland.• Engage landowners who gave permissive access for trails to cross their land regarding their participation in the Walks Scheme (for approved trails).• Prepare trail maintenance plans with the farmers/landowners/nominated 3rd parties based on the Department and NTO guidelines. Arrange the signing of approved workplans and contracts.• Conduct regular trail inspections for the purposes of the Walks Scheme.• Liaise with Walks Scheme participants regarding trail maintenance.

	<ul style="list-style-type: none"> • Assist and support Trail Management Committees in their role. • Conduct the project and financial administration, recording, reporting, and filling of all relevant documents, participant returns etc. for all expenditure related to the Walks Scheme. • Manage the Walks Scheme trail maintenance grant for each Walks Scheme trail. • Identify and prepare Walks Scheme Development Fund applications. Manage the implementation of successful applications. • Identify, prepare and submit trails for the Walks scheme Expansion Expression of Interest. • Participate in Sport Ireland trail inspections and address issues identified during inspections in collaboration with the Trail Management Committee. • Provide support to the Company and staff in relation to the development of other projects/initiatives associated with recreation/walking by communities and or private/commercial promoters • Coordinate trail maintenance with relevant Trail Management Committees, and Waterford City & County Council Trails Office. • Help protect the natural and heritage environment of the trails and their locality through good environmental/heritage practices and Leave No Trace principles against harm/damage by usage. • Liaise regularly with landowners, farmers, representative groups and communities/community groups to ensure that goodwill is maintained, and all concerns/issues are addressed. • Liaise with trail users/visitors to gather feedback/comments and address concerns where they arise. • Liaise and collaborate with its many stakeholders such as the Sport Ireland National Trails Office, Coillte, Waterford City & County Council, Waterways Ireland, Fáilte Ireland, National Parks and Wildlife Services and the local community, tourism and recreation providers, etc. • Promote and encourage the development, delivery and improvement of recreational projects, infrastructure and activities including land, water and air-based activities
<p>Assist with Trail Marketing & Promotion</p>	<ul style="list-style-type: none"> • Agree and support trail/walking/recreation marketing approach with representatives of the appropriate stakeholders such as Fáilte Ireland, Waterford City & County Council Tourism Officer and ensure that the marketing of trails is in accordance with the relevant national strategies • Advise on trail/walking/recreation promotion material including literature, websites etc., and ensure information on the trails and all walking, cycling and outdoor activity options in the area is readily available • Engage and collaborate with marketing and promotion initiative being undertaken by county, regional and national promoters, in addition to Fáilte Ireland, such as Coillte, National Parks and Wildlife Service,

	<p>Waterford Sports Partnership, Waterford City & County Council, Sports Ireland (National Trails Office) and so on.</p> <ul style="list-style-type: none"> • Be available to answer queries relating to Walks Scheme trails and provide up to date and detailed information and advice to all prospective trail users on walking options in the area, grades of trails, suitable equipment, parking, directions to places for refreshment, accommodation, and other tourism information. • Provide information and updates to all relevant websites and other promotional channels for Walks Scheme trails in the locality. • Develop knowledge and collaborations with product/service providers with the locality and general support for marketing and promotion of the trails/walking/recreation with the relevant agencies. • Assist national and international tour operators who wish to operate in the locality
Finance	The Rural Recreation Officer should have a good understanding of financial matters and be capable of assisting finance/administration staff in the payment processes associated with the role.
Stakeholder Relationships	The Rural Recreation Officer will work closely with various stakeholders such as the Department of Rural and Community Development, Fáilte Ireland, Coillte, National Parks and Wildlife Service, Waterford Sports Partnership, Waterford City & County Council, Sport Ireland (National Trails Office) and so on.
Other	The position has the capacity to develop and grow, it can be expected to change and develop over time. Therefore, the above duties are neither definite nor restrictive and you may be required to carry out other duties in accordance with the company requirements. The successful candidate must agree to observe fully the principle of confidentiality.

Qualifications/Knowledge and Expertise: The Rural Recreation Officer will demonstrate capacity to undertake overall day-to-day implementation of the post. A relevant third level qualification and at least 3 years' experience in a similar type role is a minimum requirement.

Qualifications	<p>The candidate must be of good character</p> <p>The candidate must be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service in this post, that will involve outdoor work.</p> <p>The candidate must have a relevant third level qualification and relevant experience in dealing with the farming community.</p>
Knowledge and Expertise	<p>Candidates will have to demonstrate</p> <ul style="list-style-type: none"> • Knowledge of and interest in countryside recreation and trails and/or trail development. • Good interpersonal and communication skills and a knowledge of farming and rural issues/concerns. • Experience of working in community organisations in a professional and/or voluntary capacity.

	<ul style="list-style-type: none"> • Experience and knowledge of project and financial administration, recording and reporting on expenditure, purchasing etc., and maintaining records/accounts etc. • Ability to work effectively with a number of stakeholder organisations. • Ability to work on his/her own initiative and as part of a small team and also to work in close association with key agencies and individuals associated with trail development and tourism within a county. • Willingness to undertake training in areas relevant to the post • Knowledge and interest in natural heritage and environment and sustainability. • Some experience knowledge in tourism marketing and product promotion. • Sufficient and adequate IT and computer skills to carry out the role and the various elements of the work.
Other requirements	<ul style="list-style-type: none"> • A full current driving license and access to your own/private transport • A flexible approach to working hours

Terms	<ul style="list-style-type: none"> • This post is offered on a weekly 37.5-hour basis. Continuance is subject to funding from our funders. • Location of the post will be in Lismore, Co Waterford. We reserve the right to relocate to any of our offices with due notice. • Access to a car and full driving licence is required. • Annual Leave – 20 days
--------------	--

Application Process	<ul style="list-style-type: none"> • Please submit a cover letter with a current C.V. to: The Administrator, Waterford LEADER Partnership CLG, John Barry House, Mayfield Road, Lismore, Co. Waterford, or email info@wlp.ie • Closing date for receipt of applications Friday 1st December 2023 at 12 noon • No late applications will be accepted • Interviews expected to take place on the 6th Dec 2023 or shortly thereafter. • You will be advised of the outcome of your application in writing • Waterford LEADER Partnership CLG is an equal opportunities employer
----------------------------	---