

## **IRD Duhallow: Rural Recreation Officer** **(<https://www.activelink.ie/node/113622>)**

### **IRD Duhallow**

## **Rural Recreation Officer**

### **About the Position**

The RRO will represent a unique resource locally for providing best practice in trail maintenance, management, marketing and the development of a broad range of rural recreation and activity tourism products. The RRO is responsible for coordinating and overseeing the management and enhancement of the Walks Scheme walks and trails, assisting in the marketing and promotion of other trails and assisting local communities to research, plan and develop new routes. The RRO shall also assist in the completion of the maintenance plan and conduct trail inspections for the purposes of the Walks Scheme. The RRO is fundamental to the process of brokering support for access, facilitating product development and unlocking the known social and economic potential of rural recreation and activity tourism. The RRO is essential to ensure the continued delivery of the National Outdoor Recreation Strategy objectives.

### **Key Responsibilities**

#### **Coordinating Trail Maintenance & Management**

- Assist in the preparation of trail management plans. – Coordinate trail maintenance and supporting Rural Social Scheme (RSS) and Tús employees, other local development schemes and contractors, where relevant.
- Conduct an annual inspection of each trail in the Walks Scheme.
- Protect the natural and heritage environment of the trails and their locality against damage by usage.
- Liaise regularly with landowners to ensure that goodwill is maintained and concerns are addressed.
- Liaise with trail users, to gather feedback, comments and address concerns where they arise.
- Liaise with other stakeholders such as: The National Trails Office, Coillte, Fáilte Ireland and National Parks and Wildlife Service.

#### **Assist with Trail Marketing & Promotion**

- Advise on trail promotion materials including Literature, Websites etc. and ensure information on the trails and all walking, cycling and outdoor activity options in the area is readily available.
- Be available to answer queries relating to 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 provide updates to all relevant websites and other promotional channels for trails in the locality.
- Have knowledge of product providers within the locality and generally support the marketing and promotion of the trails
- Assist in maintenance plans and inspections for the purposes of the Walking Scheme for farmers and landowners to develop, enhance and maintain walking trails on a permissive basis.
- The RRO will assist in the completion of maintenance plans with the farmers / landowners based on NTO guidelines and conduct trail inspections for the purposes of the Walking Scheme.

### **Person Specification**

- Excellent Computer Skills, knowledge of GIS applications such as qGIS, ArcGIS is desirable.
- Possess excellent understanding of needs of farmers & landowners and have at least 12 months experience of engaging and working with farmers.
- 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.
- Experience and knowledge of project and financial administration, recording and reporting on expenditure, purchasing

etc. and maintaining records / accounts, etc.

- 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 region.
- Experience promoting and encouraging the development, delivery and improvement of recreational projects, infrastructure, and activities with a focus on trails.
- Flexible approach to working hours, some evening work may be required.
- Ability to work under their own initiative and also to work in association with agencies, individuals and groups associated with trail development and tourism within North Cork.
- Knowledge and interest in natural heritage and the environment.

Candidates should be familiar with Government Policies, the Walks Scheme and guidance set out by the DRCD available at: <https://www.gov.ie/en/policy-information/942b4b-the-walks-scheme-and-rural-recreation-officers/> (https://www.gov.ie/en/policy-information/942b4b-the-walks-scheme-and-rural-recreation-officers/)

## Required Experience:

- a minimum of 2 years' experience OR have 5 years' experience in a relevant field.
- Experience of project management. Knowledge of GPS, map reading, route planning and navigation.

## Qualifications:

Hold a relevant third level qualification (Outdoor Education/Recreation, Tourism/Recreation or Rural/Community Development or a related field)

## Other Relevant Information:

A full driving licence and access to your own car is essential as travelling will be a core element of this role.

## Terms & Conditions of Employment:

1. **Salary** The salary will be commensurate with skills and experience.
2. **Duration of Contract** The contract is a contract of indefinite duration, which is dependent on the continued funding of IRD Duhallow's Rural Recreation Officer.
3. **Working Hours** 9am – 5pm (35 hours per week). Due to the nature of the role, some out-of-hours work is required. A company Time Off In Lieu (TOIL) policy applies.
4. **Travel & Subsistence** Travel and subsistence will be paid at public sector rates.
5. **Location of the position** The James O'Keeffe Institute, Newmarket, Co. Cork, P51C5YF
6. **Garda Vetting** The successful applicant will be required to be Garda vetted.

## Selection Process:

Selection will involve short listing of applicants for interview, based on the criteria for the position as outlined in this job description and person specification.

## How to Apply:

Please submit your Curriculum Vitae and cover letter by email to [duhallow@irdduhallow.com](mailto:duhallow@irdduhallow.com) (<mailto:duhallow@irdduhallow.com>) quoting **Rural Recreation Officer Application\_ YOURNAME** in the subject line. Please save your CV as **YOURNAME\_CV** and your cover letter as **YOURNAME\_CoverLetter**.

Please make sure that you check your spam and/or junk folders throughout this recruitment campaign, as IRD Duhallow does not take any responsibility for missed communications.

The closing date for applications for this role is **5.00pm on the 28th of February 2025**.

*IRD Duhallow is an equal opportunities employer and acknowledges the assistance of the Department of Rural & Community development and Fáilte Ireland in supporting this post.*

## Region

Newmarket, Co Cork

**Date Entered/Updated**

5th Feb, 2025

**Expiry Date**

28th Feb, 2025

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