



**Mountaineering Ireland
Project Coordinator – Men’s Shed Project
Job Description**

Project Overview

The Get Ireland Walking (GIW) initiative is led by Mountaineering Ireland and supported by Healthy Ireland and Sport Ireland. GIW works in collaboration with a number of health promoting agencies to promote walking throughout the country. GIW is currently expanding its project areas and wishes to recruit a part-time Project Coordinator to work on a Men’s Shed Project.

Key Responsibilities

The successful candidate will; facilitate the delivery and support the evaluation of the Walking Project for Men’s Sheds; develop resources; collaborate with local and national partner organisations, various stakeholders including the Irish Men’s Shed Association to ensure the development and implementation of the project has sustainable outcomes; and support activities of the GIW Initiative.

- Employer:** Mountaineering Ireland
- Post:** Project Coordinator – Men’s Shed Project
- Duration:** A one year contract (to year end 31/12/2017) will be offered to the successful applicant.
- Hours of Work:** Part-time post of 20 hours per week, in a variable working hours’ arrangement involving evening and weekend work.
- Annual Leave:** 10.5 working days per annum (dependent on start date this will be calculated on a pro-rata basis).
- Salary:** €15,000 per annum (dependent on start date this will be paid on a pro-rata basis).
- Reporting to:** The person appointed will report to the CEO of Mountaineering Ireland (Functionally) and the Programme Manager of Get Ireland Walking (Operationally).
- Location:** The person appointed will work remotely, travel extensively and will be required to attend regular meetings at Mountaineering Ireland’s Office, Irish Sport HQ, National Sports Campus, Blanchardstown, Dublin 15.
- Interviews:** Interviews for shortlisted candidates will be held in Dublin on the 8th of December 2016.
- Closing Date:** Applications must be received no later than 17:00hrs on Wednesday 30th of November 2016.

If you would like to apply for the position, please email a one-page cover letter and two-page curriculum vitae to jobs@mountaineering.ie with “Men’s Shed Project Application” in the subject line. For further information on the role, please contact Murrough McDonagh, CEO of Mountaineering Ireland, at (01) 625 1115.



Mountaineering Ireland Project Coordinator – Men’s Shed Project

Key Duties and Responsibilities

- Identify Sheds to participate in the intervention.
- Manage the day to day running of the Men’s Shed Project.
- Engage with Local Sports Partnerships in the areas of the intervention, source Walking Facilitators and implement the Active Community Walking Programme.
- Participate in training when required to support the target population.
- Liaise with project stakeholders on a regular basis.
- Identify key success factors and any inhibitors in participation or partnership.
- Support monitoring and evaluation of the Active Community Walking Programme including maintaining records, conducting research and report writing.
- Dissemination of information about the project.
- Develop content for Men’s specific projects, support materials and other resources.
- Distribution of project resources through the Irish Men’s Shed Association and their advocates.
- Increase awareness of the benefits of walking at a local level.
- Support the Community Walking Facilitators in their role.
- Support the monitoring and evaluation of the programme.
- Conduct desk-based research on walking benefits for men and the best approach to take to engage men.
- Ensure that all programme activities are carried out in accordance with Mountaineering Ireland’s Policies and Statements.

General Duties

As part of a small and dedicated team, the post will also require the appointee to:

- Work with Mountaineering Ireland’s volunteers and other staff members towards the overall objective of achieving Mountaineering Ireland’s strategic goals by promoting and publicising Mountaineering Ireland’s aims, policies, events and services to members and the general public.
- Work as part of Mountaineering Ireland staff team contribute to the website, social media, Irish Mountain Log and other publications.
- Work on other tasks which may be required and designed by the Chief Executive Officer.



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Person Specification

Applicants for the post will be assessed and considered according to the following qualifications, skills and criteria.

Factor	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Physical Activity, Sport or Health qualification. 	<ul style="list-style-type: none"> Qualification in outdoor recreation training schemes or awards. Third level qualification.
Work and other experience	<ul style="list-style-type: none"> Project management experience. Experience of working with special population groups and/or community groups. 	<ul style="list-style-type: none"> Experience of working in the voluntary sector. Experience of conducting research with special population groups. A proven record of working in collaboration with other stakeholder organisations and agencies.
Skills / specialist knowledge	<ul style="list-style-type: none"> Excellent administration, IT and organisational skills and attention to detail. Strong written and verbal communication skills as well as relationship building skills. 	<ul style="list-style-type: none"> Strong knowledge of the benefits of an active lifestyle. Ability to motivate others and engage men in community activities.
Disposition and personal qualities	<ul style="list-style-type: none"> Conscientious and self-motivated. Proven ability to work as part of a team. Strong interpersonal skills. 	<ul style="list-style-type: none"> Commitment to best-practice. An awareness of ethical issues related to (a) working with groups, and (b) conducting research. An understanding of branding and marketing.
Other factors	<ul style="list-style-type: none"> Willingness to work unsocial hours including evenings and weekends as well as occasional public holidays. Access to a form of transport that will enable the post holder to meet the requirements of the post in full. Willingness to undertake travel including overnight stays. 	<ul style="list-style-type: none"> Active participation in walking or sport. Passionate about promoting health.

Please note all Mountaineering Ireland employees are required to complete a Garda vetting clearance process prior to commencing work.