



### **Walking Development Officer**

#### **Job Specification.**

The Walking Development Officer will facilitate and support the delivery of the Get Cork Walking Operational Plan and a research partnership with Get Ireland Walking and Waterford Institute of Technology. This is a participation focused walking plan which will develop and expand the range of opportunities for people of all abilities in Cork to more fully participate in recreational walking. This is a key component of the GIW Strategy & Action Plan 2017 – 2020, funded under Sport Ireland / Sport Inclusion Dormant Account Funds. This will be a Cork Local Sports Partnership CLG contract of employment, supported by Get Ireland Walking.

#### **Specific Responsibilities:**

##### **Planning and Programme Management**

- Coordinate the Get Cork Walking Operational Plan with specific emphasis on key demographics currently not participating in recreation walking.
- Support the Steering Committee to deliver this plan in line with the National Sports Policy and the current GIW Strategy.
- Organise and deliver Get Ireland Walking programmes (Woodlands For Health Initiative, Sheds Ág Siúl, ACWP) as part of the operational plan to attract new/existing participants at all levels and create pathways for continued participation in walking in Cork.
- Partake in reviews of the operational plan reporting on its effectiveness and impact.
- Liaise with Waterford Institute of Technology (WIT) on the agreed research and evaluation of the walking plan for Cork.
- Coordinate the roll out of training and education initiatives on behalf of the steering committee.
- Contribute to ensuring that all programmes and courses are operated on a user friendly professional basis and delivered to the highest standard.
- Encourage and foster opportunities for the development of new walking programmes and initiatives with partner agencies.

- Facilitate and support the development of locally based initiatives in line with annual operational plan.
- Support and assist with preparations for Sports Partnership's annual flagship events and initiatives as required including the Cork Rebel Events.
- Support local walking clubs and groups to underpin their club development structures through the Cork Walking Forum.
- Encourage a lifestyle of regular physical activity as an objective of the Sports Partnership and Get Ireland Walking.

### **Marketing, PR & Sponsorship**

- Assist with the preparation of the Sports Partnership's annual marketing plan.
- Promote and increase awareness of Walking in Cork and nationally with the support of GIW.
- Research, organise, and where appropriate deliver, relevant seminars/workshops for coaches, teachers, clubs etc.
- Collate walking participation material for inclusion in a regular Sports Partnership e-zines and quarterly updates to the steering committee.
- Provide support and assistance in maintaining an up-to-date members database
- Identify and secure, in consultation with the Steering Committee, opportunities that present in the area of public relations and marketing for the Sports Partnership, GIW and the walking operational plan.
- Prepare regular press releases on upcoming events and successful achievements.

### **Person Specifications**

#### **Health**

Candidates shall be in a state of health which would indicate a reasonable prospect of ability to render regular and efficient service.

#### **Qualifications and Experience**

- A relevant third level qualification to degree level or equivalent in sports and recreation, health promotion or other relevant disciplines is desirable

- Relevant walking experience and coaching qualification would be desirable. Interest in/ knowledge of walking / physical activity /public interest.
- Experience in the areas of education, social or community development work or of working in the community sector in a developmental and supportive capacity either in paid or voluntary role
- An understanding of the community and voluntary sector and the sports and recreation environment and of motivating those sectors with lower participation characteristics to become involved.

### **Skills**

- Ability to develop strong, collaborative relationships with a wide range of stakeholders including colleagues, communities, volunteers and wider partners from external agencies.
- Ability to monitor and evaluate work and write reports
- Excellent administrative and organisational skills
- Ability to produce and access information efficiently and accurately
- Excellent communication, presentation and facilitation skills
- Ability to advise, inform, motivate and support individuals and organisations
- Ability to prepare, monitor and manage budgets and to prepare funding applications
- Excellent I.T. skills.

### **Attitude and Motivation**

- A constructive, positive and progressive attitude to working as part of the Sports Partnership's and Get Ireland Walking team.
- An ability to develop partnerships with the wider community
- A self-motivated approach to work.
- Be a proactive team player and possess the ability to work well in a dynamic environment.
- An awareness of the role and importance of the coordinated inter-agency approach to the strategic development of walking.

### **Transport**

A full clean driving license and use of personal transport for work is required. The successful applicant must be willing, and be in a position, to travel.

### **Particulars of the Post:**

#### **Reports / Reporting Structure**

The successful applicant will report functionally to the Get Ireland Walking Programme Manager and operationally to the Cork LSP CLG Programme Manager. In addition, the successful applicant will be required to provide the supervisory board (Steering Committee) with concise progress reports relating to agreed monthly, quarterly and annual work programme scheduling. Quarterly meetings will also be held with the Steering Committee of the role.

#### **Duration of Contract**

A fixed term part-time contract of 12 months will be offered to the successful applicant.

#### **Remuneration and Annual Leave**

Remuneration will be based on experience and skills, and will range between a minimum entry level of 4.01 Pay Scale under the Cork Local Sports Partnership CLG pay scales of €13,783.50 part-time to a maximum of €14,725.50 part-time will apply. The agreed 12 month salary will be payable in equal monthly installments in arrears by electronic fund transfer to your bank account. Annual Leave entitlement accrues at 8% of hours worked.

#### **Hours of Work**

A programme of agreed work will be coordinated in consultation with management for 20 hours per week. However the successful candidate must be flexible, and willing to work evening and weekends to accommodate the service needs for which time off in lieu can be taken.

#### **Expenses**

All properly vouched out of pocket expenses reasonably incurred will be reimbursed in accordance with the Sports Partnership's policies and procedures.

#### **Shortlisting**

Shortlisting of applicants will apply.

***Cork Local Sports Partnership is an equal opportunities employer.***