

OUTDOOR RECREATION MANAGER – HIGHER EXECUTIVE OFFICER GRADE

Job Purpose

Reporting to the Director of Partnerships and Governance, the Outdoor Recreation Manager's role will be to develop and promote outdoor sport and physical activity in sport. This role will contribute to the delivery of Sport Ireland's strategic vision of 'developing a world class sports sector operating to the highest standards of governance and accountability'. A key output for the successful candidate will be to lead, advocate for and evaluate Sport Ireland's Outdoor Sport and Physical Activity Policy.

Duties and Responsibilities

The Outdoor Recreation Manager will have the following principal duties and responsibilities:

- Assist the Director of Partnership and Governance lead Sport Ireland in the implementation of the Sport Ireland Outdoors Policy across the organisation, with particular reference to inclusion;
- Ensure that Sport Ireland is positioned as the expert agency in its role to lead, develop and promote the participation in outdoor sports in Ireland;
- Responsible for the operational management of the Outdoor unit team and related work programmes, including the National Trails register as a key element of Sport Ireland's role;
- Oversee the on-going development, implementation and monitoring of Outdoor Sport Policy;
- Provide support in the ongoing development of the Outdoor Sports Unit, including the National Trails and National Digital Database;
- Promote and advocate policy links and strategic actions in areas of crossover between the work of Sport Ireland and that of other Government departments and organisations;
- Work closely with National Governing Bodies of Sport, Local Sports Partnerships, and State Agencies such as Coillte, Waterways Ireland, National Parks and other new partners in this sector;
- Develop and maintain positive relationships with various stakeholders at both a national and local level, providing ongoing bespoke support to smaller outdoor sport governing bodies and Local Sports Partnerships to enhance their capacity to deliver in the sector;
- Support the auditing and evaluation of funded initiatives under the Outdoor Sports Programme;
- Work with Sport Ireland Communication's unit in the promotion of the Outdoor Sports communications campaigns;
- Advise on the development of future initiatives which will enhance the role of outdoor sports and the wider area of inclusion in sport;
- Lead on the monitoring and evaluation of the Outdoor Sport policy;
- Provide leadership & guidance in the development of outdoor sport governing bodies, working closely with the Organisational Development and Change unit;
- Develop partnerships and working relationships with others in the public and private sector including partners consistent with overall strategy to advance the work of Sport Ireland's Outdoor Sports policy and so as to position outdoor sport and the interests of Sport Ireland on the working agenda of such partners.

Other Responsibilities

- Develop annual budgets and corporate plans in line with Sport Ireland Outdoor Sport Policy objectives in collaboration with the senior management team;

- Coordinate with the Sport Ireland Research Unit in undertaking research which is specific to outdoor sport

This is not an exhaustive list and the role will include any duties required by Sport Ireland from time to time which are appropriate for the position and the needs of the organisation.

Qualifications

The post-holder will be academically strong with at least a primary degree.

Knowledge & Experience

The preferred candidate will ideally have some or all of the following:

- at least three years' experience at a management level in the area of sports participation, community and or health development, strategy development and implementation, of which at least three should be within a large organisation operating at national level.
- A high level of experience and understanding of sports sector, policy implementation, evaluation and monitoring
- The ability to operate effectively at strategic and policy levels and to contribute analytical depth to Sport Ireland strategy and policies
- A sound understanding of sport and the local and international and national infrastructure that influence involvement in sport in the outdoors
- A strong back-ground in building and developing partnerships and alliances with a range of stakeholders
- The ability to think and express complex issues clearly
- Well-developed skills in listening, communicating and negotiating
- The knowledge and experience to lead diverse activities through effective management systems and a sustained focus on long-term goals
- Excellent people skills evidenced through the ability to lead and motivate
- Broad knowledge of outdoor sports environment (policy, provision and practice) and of how to access the detail

The desired candidate will be:

- Enthusiastic and highly motivated to perform at a high level, relishing the challenge of working within a small team.
- Flexible in their approach with strong problem solving skills, a commitment to quality service and be personally trustworthy.
- Able to work independently and collaboratively, use their own initiative, and successfully deliver across a range of different projects and work activities at the same time.
- Logical and pragmatic in approach, delivering the best possible results with the resources available.
- Able to demonstrate that they meet the competencies outlined in the job specification and an ability to discharge all the functions of the position.
- Able to demonstrate the ability to operate across the wider organisation, proactively identify areas for improvement and to develop practical solutions for their implementation.
- Skilled in communicating effectively at all levels within an organisation as well as engaging constructively with external stakeholders, with a proven ability to build and maintain a network of contacts and develop key business relationships.
- Capable of presenting information clearly, concisely and confidently.
- Capable of delivering results within strict deadlines while maintaining a focus on quality of work.



- Capable of bringing innovation and experience/expertise from previous projects to bear on existing issues, making proposals for improvements and efficiencies where appropriate.
- Leadership skills and effective relationship management ability.
- Excellent interpersonal skills (both written and verbal) demonstrating an ability to communicate effectively and build strong relationships both inside and outside the organisation.
- Capable and comfortable with managing a busy workload, able to prioritise tasks effectively and to meet tight deadlines.
- Able to demonstrate proven analytical skills, to interpret data and make decisions, and be able to challenge complex issues and risks.
- Fully proficient in Microsoft Office.

Additional Information:

Contract: Full-time, permanent

Salary Scale: €48,868- €61,544 (inclusive of two long service increments) - HEO Standard Scale. The appointment will be made on this scale at a point in line with current Government Pay Policy. New entrants to the public sector commence on the first point of scale.

Location: Sport Ireland National Sports Campus, Snugborough Road, Blanchardstown, Dublin 15

Sport Ireland is an equal opportunities employer.