

Title: Job Opportunity - Project Coordinator – Indoor Climbing / Social Inclusion Project

Date: 10.03.17

Project Overview

Mountaineering Ireland with the support of Sport Ireland invites applications for this exciting fixed term position. Mountaineering Ireland works in collaboration with a number of key stakeholders to promote indoor climbing throughout the country. Mountaineering Ireland is currently expanding its project areas and wishes to recruit a part-time Project Coordinator to work on an Indoor Climbing/Social Inclusion Project.

Key Responsibilities

The successful candidate will; facilitate the delivery and support the evaluation of the Indoor Climbing/Social Inclusion Project; develop resources; collaborate with local and national partner organisations, various stakeholders including selected Indoor Climbing Wall centres to ensure the development and implementation of the project has sustainable outcomes; and support activities and reach of Mountaineering Ireland.

Employer: Mountaineering Ireland.

Post: Project Coordinator – Indoor Climbing/Social Inclusion Project.

Duration: A nine month 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: €15,700 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 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 Wednesday 5th April 2017.

Closing Date: Applications must be received no later than 17:00hrs on Friday 24th of March 2017.

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 "Project Coordinator – Indoor Climbing/Social Inclusion Project" 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 – Indoor Climbing/Social Inclusion Project

Key Duties and Responsibilities

- Identify candidates from local communities to participate in the intervention.
- Manage the day to day running of the Indoor Climbing/Social Inclusion Project.
- Engage with Local Sports Partnerships in the areas of the intervention, source Climbing Facilitators and implement the Community Engagement 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 Indoor Climbing/Social Inclusion Project including maintaining records, conducting research and report writing.
- Dissemination of information about the project.
- Develop content for support materials and other resources.
- Distribution of project resources through key stakeholders and their advocates.
- Increase awareness of the benefits of indoor climbing at a local level.
- Support a wide range of Local Community Facilitators in their role.
- Conduct desk-based research on indoor climbing benefits for at risk population groups and the best approach to take to engage with target market.
- 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 designated by the Chief Executive Officer.

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.

		<ul style="list-style-type: none"> • 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 with special population groups.
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 indoor climbing 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.