



## **Mountaineering Ireland**

### **Project Coordinator – Get Climbing project**

#### **Key Duties and Responsibilities**

- Manage the day to day running of the Get Climbing Project.
- Recruit participants from target communities to take part in the Get Climbing project.
- Support young people and their youth workers or teachers to fully engage with the project and address any barriers to participation.
- Manage and strengthen relationships with indoor climbing walls and climbing instructors/providers
- Liaise with project stakeholders on a regular basis.
- Manage all aspects of the budget including pricing agreements, budget planning, issuing and paying invoices associated with the project
- Support monitoring and evaluation of the Get Climbing Project including maintaining records, conducting research and report writing.
- Communicate the Get Climbing project to stakeholders, including Mountaineering Ireland's membership over a variety of
- Increase awareness of the benefits of indoor climbing at a local level.
- Participate in training when required to support the target population.
- 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.

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

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