

Mountaineering Ireland
Youth Development Officer – Northern Ireland
Job Description

Key Duties and Responsibilities

- Support the growth, development and increase participation numbers of all clubs across Northern Ireland (Hillwalking Clubs, Climbing Clubs and Youth Clubs).
- Build strong and positive working relationships with Club Committee's, Climbing Wall operators and key partners (including Sport NI).
- Increase participation numbers across all age cohorts and build volunteer competencies.
- Identify participants from local targeted communities to participate in this programme.
- Manage the day to day running of the programme in Northern Ireland.
- Engage with local partnerships in the areas of the intervention, participation, source leaders and implement the Community Engagement Programme.
- Participate in training when required to support the target population.
- Liaise with project stakeholders on a regular basis to facilitate delivery and expansion of the programme in Northern Ireland.
- Identify key success factors and any inhibitors in participation or partnership.
- Support monitoring and evaluation of the programme including maintaining records, conducting research and report writing.
- Dissemination of information about the project.
- Develop content for specific projects, support materials and other resources.
- Distribution of project resources through key stakeholders and their advocates.
- Increase awareness of the benefits of participation at a local level.
- Support a wide range of Local Community Facilitators in their role.
- Conduct desk-based research on participation benefits for at targeted groups and the best approach to take to engage with the target market.
- Ensure that all programme activities are carried out in accordance with Mountaineering Ireland's Policies, Statements and Guidelines.

General Duties

As part of a 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, other publications and events
- Monitor agreed programme budgets in accordance with Mountaineering Ireland policies/procedures and provide written report on programme budgets.
- Support the delivery of the Access NI programme for all Mountaineering Ireland members in Northern Ireland.
- Provide administrative support and written reports as required.
- Represent the company in a competent and professional manner.
- 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, Coaching, Education or Health sector.	<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 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 Access NI / Garda vetting clearance process prior to commencing work.