

## Rural Recreation Officer Job Description

**Job Title:** Rural Recreation Officer (RRO)  
**Reporting to:** LEADER Programme Coordinator  
**Employer:** Wexford Local Development (WLD)

WLD is a non-governmental organisation working to support the development of thriving, resilient communities where people feel connected, are valued, and have equal opportunity to reach their full potential. Our work is informed by our core values of respect, equality, leadership, inclusion, and integrity.

### **The Role:**

The RRO will coordinate and oversee the management and enhancement of the Walks Scheme recreational/walking infrastructure within County Wexford. The RRO will be involved in the completion of all the Walks Scheme maintenance plans, conducting trail inspections and the administration of plans, claims, materials, and funding for the purpose of the Walks Scheme.

The Walk Scheme provides funds for farmers/private landowners for maintenance services on approved national trails on their properties. A key action in *Embracing Irelands Outdoors, the National Outdoor Recreation Strategy 2023-2027*, is to expand the Walks Scheme. The scheme is administered by WLD. The RRO will work closely with various stakeholders such as local Trail Management Committees, Wexford Walking Trails CLG, Department of Rural and Community Development (DRCD), Fáilte Ireland, Coillte, National Parks and Wildlife Service, Wexford Sports Active, Wexford County Council, Sport Ireland (National Trails Office), Visit Wexford CLG and others.

### **Main Duties & Responsibilities:**

#### **Co-ordinate Trail Maintenance & Management**

- Coordination and implementation of the Walk Scheme and other walking recreational initiatives as developed by WLD and/or DRCD and Fáilte Ireland.
- Engage landowners who gave permissive access for trails to cross their land regarding their participation in the Walks Scheme (for approved trails).

- Prepare trail maintenance plans with the farmers/landowners/nominated 3<sup>rd</sup> parties based on DRCD and National Trails Office (NTO) guidelines. Arrange the signing of approved workplans and contracts.
- Conduct regular trail inspections for the purposes of the Walks Scheme.
- Liaise with Walks Scheme participants regarding trail maintenance.
- Assist and support Trail Management Committees in their role.
- Conduct the project and financial administration, recording, reporting, and filling of all relevant documents, participant returns etc. for all expenditure related to the Walks Scheme.
- Manage the Walks Scheme trail maintenance grant for each Walks Scheme trail.
- Identify and prepare Walks Scheme Development Fund applications. Manage the implementation of successful applications.
- Identify, prepare, and submit Expressions of Interest for trails for the expansion of the Walks Scheme.
- Participate in Sport Ireland trail inspections and address issues identified during inspections in collaboration with the Trail Management Committee.
- Provide support to WLD and staff in relation to the development of other projects/initiatives associated with recreation/walking by communities and or private/commercial promoters.
- Coordinate trail maintenance with relevant Trail Management Committees.
- Help protect the natural and heritage environment of the trails and their locality through good environmental/heritage practices and Leave No Trace principles against harm/damage by usage.
- Liaise regularly with landowners, farmers, representative groups, and communities/community groups to ensure that goodwill is maintained, and all concerns/issues are addressed.
- Liaise with trail users/visitors to gather feedback/comments and address concerns where they arise.
- Liaise and collaborate with stakeholders such as Wexford Walking Trails CLG, Sport Ireland National Trails Office, Coillte, Wexford County Council, Waterways Ireland, Fáilte Ireland, National Parks and Wildlife Services and the local community, tourism, and recreation providers, etc.
- Promote and encourage the development, delivery and improvement of recreational projects, infrastructure and activities including land, water, and air-based activities in Co Wexford.
- Support the development of Blueways in Co. Wexford
- Assist with the preparation of Outdoor Recreation Infrastructure Scheme (ORIS) applications.
- Support Wexford County Council in the development of the County Outdoor Recreation Plan.

### **Assist with Trail Marketing & Promotion**

- Agree and support trail/walking/recreation marketing with representatives of the appropriate stakeholders such as Fáilte Ireland, Wexford Walking Trails CLG, Visit Wexford CLG and Wexford County Council's Tourism Officer and ensure that the marketing of trails is in accordance with the relevant national strategies.
- Advise on trail/walking/recreation promotional material including literature, websites etc., and ensure information on the trails and all walking, cycling and outdoor activity options in the area is available and accessible.
- Engage and collaborate with marketing and promotion initiative(s) being undertaken by county, regional and national promoters, in addition to Fáilte Ireland, such as Coillte, National Parks and Wildlife Service, Wexford Sports Active, Sports Ireland (National Trails Office), Wexford Walking Trails CLG etc.
- Be available to answer queries relating to Walks Scheme trails and provide up to date and detailed information and advice to all prospective trail users on walking options in the area, grades of trails, suitable equipment, parking, directions to places for refreshment, accommodation, and other tourism information.
- Provide information and updates to all relevant websites and other promotional channels for Walks Scheme trails in the locality.
- Develop knowledge and collaborations with product/service providers within the locality and provide general support for marketing and promotion of the trails/walking/recreation with relevant agencies.
- Assist national and international tour operators who wish to operate in the locality.
- Work with other WLD programmes where complementarity exists e.g., LEADER, Tús and Social Prescribing

### **Core Competencies and Skills**

- Communication Skills - excellent active listening skills, strong verbal, and written communication skills.
- Interpersonal Skills - strong people skills, demonstrating empathy, respect, and an understanding of diversity.
- Initiative - ability to work on own initiative and to complete a broad range of tasks to a high standard.
- Team player – a strong team player with a positive, enthusiastic, flexible, and professional approach to work.
- Ability to work effectively with a range of stakeholder organisations.
- Excellent Computer Skills – a knowledge of GIS applications such as ArcGIS, is desirable.
- Project management skills
- Financial Administration skills

## Knowledge/Experience

- Knowledge of, and a genuine interest in, countryside recreation and trails and/or trail development.
- Knowledge of natural heritage and the environment.
- Knowledge of tourism marketing and product promotion.
- Experience of working with community/voluntary organisations.

## Requirements for candidates

- Access to own transport and a full clean driving licence.
- A flexible approach to working hours.

### Ideally candidates should have:

- A knowledge of GPS, map reading, route planning and navigation.
- A technical knowledge of trail construction and development
- A relevant third level qualification (or equivalent).

## Conditions of Work:

- The RRO will be required to work 35 hours per week.
- A probationary period of minimum six months will apply.
- This is a full-time role, subject to continued funding.
- The salary will be within the range of €37,425 to €41,020, subject to experience.
- Annual Leave: 25 days
- The role is based in Wexford town with hybrid working an option after probation period. WLD reserve the right to relocate to any WLD office with due notice.

## Application Process

To apply for the position, please submit a Letter of Application outlining how you meet the requirements, together with a current Curriculum Vitae by email marked **Rural Recreation Officer** to [hr@wld.ie](mailto:hr@wld.ie)

The closing date for receipt of applications is **1pm on Tuesday, June 4<sup>th</sup>, 2024.**

*WLD is an equal opportunities employer and welcomes applications from all suitably qualified applicants. Canvassing will disqualify.*

