



November 2014

Dear Applicant

Re: Active Clubs Co-ordinator.

Thank you for considering the above post with Outdoor Recreation Northern Ireland.

Please find enclosed a job description, application form, person specification and monitoring form.

The closing date for applications is 3.00pm on Friday 21st November 2014.

Applications received after this time and date will not be accepted.

Please note that Outdoor Recreation Northern Ireland does not accept applications received by either fax or e-mail.

We look forward to receiving your application.

Yours faithfully

Caro-lynn Ferris

Dr Caro-lynn Ferris
Executive Director

JOB DESCRIPTION

TITLE:	ACTIVE CLUBS CO-ORDINATOR
EMPLOYER:	<p>Outdoor Recreation Northern Ireland</p> <p>Outdoor Recreation Northern Ireland is an organisation responsible for developing, managing and promoting outdoor activities including mountain biking, walking, cycling, canoeing and adventure activities throughout Northern Ireland by working in partnership with a wide range of organisations. For more info see www.outdoorrecreationni.com</p>
RESPONSIBLE TO:	Marketing Manager.
BASED AT:	Outdoor Recreation Northern Ireland's Headquarters, The Stableyard, Barnett Demesne, Belfast, BT9 5PB.
RESPONSIBLE FOR:	Increasing walking club membership in Northern Ireland with particular focus on youth and female participation and participation from areas of high social need as well as developing the Walking in Your Community scheme by developing and implementing innovative initiatives and programmes.
SALARY:	NJC Scale SO1 spine points 29-31 £24,892 (under review).
CONTRACT:	Fixed term contract to 31 st March 2016 with possibility of extension to December 2018.
ADDITIONAL INFORMATION:	<p>The successful candidate will be entitled to join the NI Local Government Officers' Superannuation Scheme. Current employer contribution rate to the NILGOSC scheme is 20% of pensionable salary. Current employee contribution rate to the NILGOSC scheme is 6.5% of pensionable salary.</p> <p>The post holder will work 37 hours per week. Some evening and weekend work is inevitable. The post holder will be eligible to work "flexi" as set out in the Company's flexible working hours policy.</p> <p>Annual Leave entitlement will be 22 days plus public holidays. This will increase with length of service.</p> <p>Employment is subject to a probationary period of 6 months.</p>

KEY RESPONSIBILITIES

1. Walking In Your Community (WIYC)

- Develop the “Walking In Your Community” scheme for Northern Ireland in order to provide community leaders with the skills and confidence to deliver a programme of walks in their community
- Engage with a wide range of under-represented organisations to promote Walking In Your Community to encourage uptake and participation, including presenting and talking confidently about the project
- Develop and implement relevant additional training modules to improve the competencies of Community Walk Leaders such as First Aid, Leave No Trace, Further Navigation
- Continuously work with trained walk leaders to ensure they are actively implementing walk programmes in their area, providing and implementing solutions to reduce inactivity
- Review and evaluate the scheme, putting forward innovative solutions and implementing appropriate changes as necessary
- Be a lead member of the Working Group

2. Support Initiatives

Lead on a number of initiatives to support and complement the Walking In Your Community scheme

- Establish a clear pathway for walkers from the WIYC scheme to Ulster Federation of Rambling Clubs (UFRC) walking clubs and beyond in partnership with UFRC and in consultation with Mountaineering Ireland.
- Embrace the annual Get Outdoors Weekend event to maximise the opportunities for under-represented groups to take part in outdoor recreation, including, for example, the establishment of a small grants programme to facilitate their participation

3. Develop youth participation

- Create and develop satellite “youth” versions of existing Ulster Federation of Walking Clubs
- Identify young people exiting a range of organisations, such as Duke of Edinburgh and Gaisce and develop programmes to encourage them to continue walking as part of the satellite youth walking club
- Create a clear pathway for young people to move to UFRC clubs
- Promote WIYC to the youth sector including to youth clubs etc.

4. Develop female participation

- Create, promote, run and review a pilot female only walking programme, called ‘Park Walk’
- Roll out Park Walk on a longer term basis or identify other initiatives to encourage females to walk and join clubs
- Identify and promote walking proactively to a whole range of female-oriented organisations such as the Federation of Women’s Institute

5. Develop participation from High Social Need areas.

- Identify areas to be targeted based on current coverage by WIYC or UFRC clubs, with reference to NIMDM 2010.
- UFRC to target Health centres, leisure centres, schools; WIYC to target Community Organisations
- Gauge interest within community and signpost to either:
 - UFRC training for setting up new clubs

- WIYC training for setting up new clubs
- Existing UFRC or WIYC clubs in nearby areas

5. Liaison

- Liaise closely with the Ulster Federation of Rambling Clubs to jointly meet the objectives of Active Clubs
- Liaise with a wide range of public, private and voluntary and community sector organisations to develop and encourage new partnerships with ORNI to increase opportunities for outdoor recreation.

6. Management

- Manage the budget for Active Clubs
- Seek additional funding to extend and develop aspects of the programme as required
- Carry out appropriate evaluations on the programmes and report as requested

7. Other

- To inform and report to the Board of Outdoor Recreation Northern Ireland and to SportNI on a quarterly basis
- Undertake any other duties from time to time that may be reasonably associated with the above post.

PERSON SPECIFICATION – ACTIVE CLUBS CO-ORDINATOR			
	Essential	Desirable	Tested
Qualifications	<p>A relevant 3rd level qualification, preferably in an area such as outdoor recreation/sport or youth and community work.</p> <p>A minimum of 5 GCSEs or equivalent (including English and Maths) at Grade C or above.</p>		Via application
Work Experience	<p>A minimum of 3 years full-time employment (within the last 5 years) in the delivery of outdoor recreation or sport programmes working directly with a range of community groups.</p> <p>Working with at least two of the following groups: young people; people from areas of high social need; women.</p> <p>Planning, managing, promoting and delivering and evaluating training courses.</p> <p>Creating and delivering innovative initiatives to encourage participation in sport or outdoor recreation.</p> <p>Working and delivering in partnership with a wide range of organisations.</p> <p>Managing budgets, seeking funding and reporting.</p> <p>Leading a small team of people e.g. Community volunteers, Working Group.</p> <p>IT literacy – competency in the use of applications including Word, Excel, Access, PowerPoint and Web-based applications.</p>	<p>Past experience of instructing and/or supervising others</p> <p>instructing outdoor recreation or sport programmes, ideally including walking</p>	Via application
Skills/Special aptitudes	<p>Excellent communication skills, both written and oral, with the ability to engage and work with people at a range of levels across a range of organisations.</p> <p>Ability to manage and prioritise a range of projects and tasks.</p> <p>Helpful, friendly, engaging and good networking skills.</p> <p>Analytical, problem solving and decision making skills.</p> <p>Ability to work to deadlines without supervision.</p>		Via Interview

	<p>The ability to act on personal initiative.</p> <p>High level of motivation with the ability to lead and contribute to a team.</p> <p>High level of flexibility.</p>		
Circumstances	<p>Be willing to work outside normal office hours as necessary, including overnight stays, evenings and weekends as required.</p> <p>Both a full current driving licence and use of a car, or access to a form of transport that allows the post holder to meet the requirements of the post in full.</p>		

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FURTHER/HIGHER EDUCATION:

DATES FROM/TO	NAME OF EDUCATIONAL ESTABLISHMENT STATE FULL/PART TIME	SUBJECTS TAKEN AND QUALIFICATIONS OBTAINED

OTHER RELEVANT TRAINING:

DATES FROM/TO	COURSE TAKEN	NAME OF TRAINING ESTABLISHMENT	QUALIFICATION OBTAINED

MEMBERSHIP OF PROFESSIONAL ORGANISATIONS AND INSTITUTES:

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RELEVANT EMPLOYMENT (Please start with your present or last employment).

DATES FROM/TO	NAME AND ADDRESS OF EMPLOYER	POSITION HELD & BRIEF DESCRIPTION OF DUTIES	REASON FOR LEAVING	FINAL SALARY

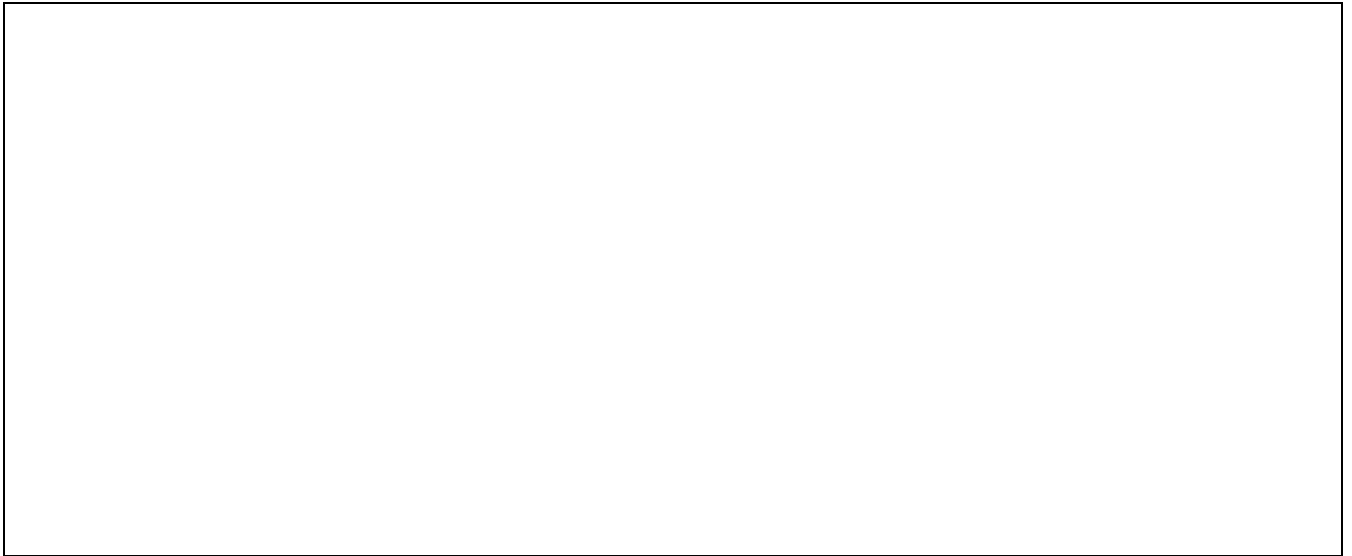
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**Please clearly demonstrate how you meet the essential work experience criteria required for this post.
(Please continue on a separate sheet if required).**

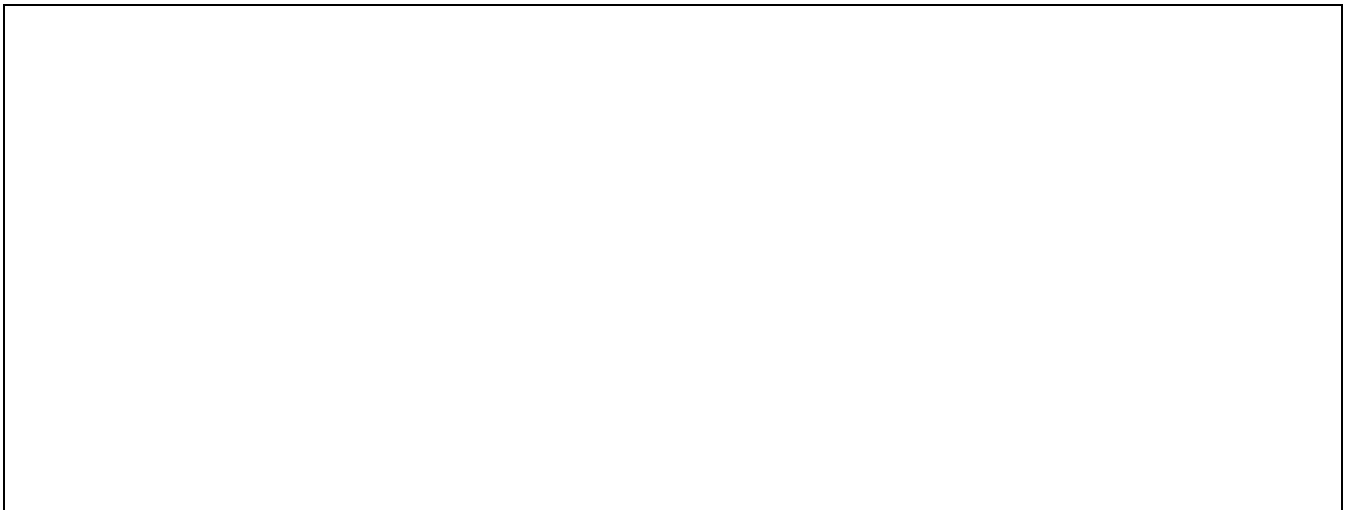
Experience of working with at least two of the following groups: young people; people from areas of high social need; females

Planning, managing, promoting, delivering and evaluating training courses

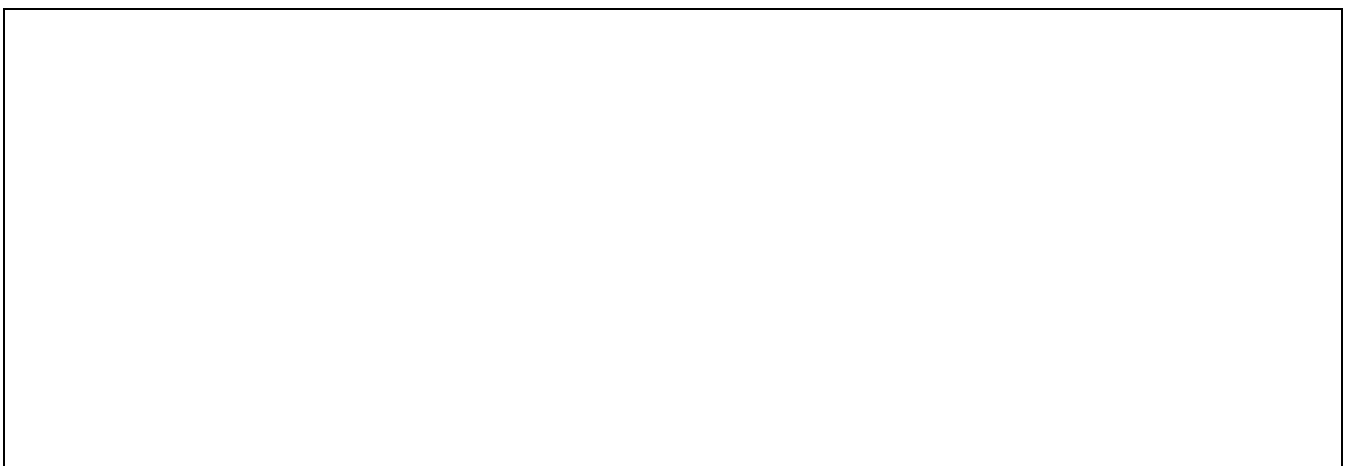
Creating and delivering innovative initiatives to encourage participation in sport or outdoor recreation.

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Working and delivering in partnership with a wide range of organisations

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Managing budgets, seeking funding and reporting

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Leading a small team of people e.g. Community, Working Group, Marketing Officer

IT literacy – competency in the use of applications, i.e. Word, Excel, Access, PowerPoint and Web-based applications

Please clearly demonstrate how you meet the desirable work experience criteria required for this post. Past experience of instructing and/or supervising others instructing outdoor recreation or sport programmes, ideally including walking

OTHER RELEVANT INFORMATION IN SUPPORT OF YOUR APPLICATION:
(Please continue on a separate sheet if required).

Empty rectangular box for providing other relevant information in support of the application.

HOBBIES AND INTERESTS:

Empty rectangular box for listing hobbies and interests.

Do you currently hold a full, current driving licence and have access to a form of transport that will allow you to carry out the duties of the post.

YES/NO

CONVICTIONS:

Please give details of any convictions or criminal offence under the provision of the Rehabilitation of Offenders (NI) Act 1978.

DISABILITY DISCRIMINATION ACT 1995:

If you require any special arrangements to be made to assist you if called for interview, please let us know in advance of the interview.

REFERENCES: (Please provide two referees - one of whom should be your present or most recent employer)

NAME: RELATIONSHIP: ADDRESS: EMAIL: TEL:	1. _____	2. _____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____

What period of notice must you give your current employer? _____

I certify that all the information I have given is correct. I understand that any false information given may result in any job offer being withdrawn.

SIGNED: _____ DATE: _____

Completed application forms should be returned to the Monitoring Officer, Outdoor Recreation Northern Ireland, The Stableyard, Barnett Demesne, Malone Road, Belfast, BT9 5PB.

The closing date for completed applications is 3pm on Friday 21st November 2014. Strictly no applications will be accepted after this time and date. Strictly no applications will be accepted by fax or email.

EQUAL OPPORTUNITY MONITORING FORM

Outdoor Recreation Northern Ireland does not discriminate on grounds of sex, marital status, religious belief, political opinion, race, age, sexual orientation or disability. We practise equality of opportunity in employment and select the best person for the job.

To demonstrate our commitment to equality of opportunity in employment we need to monitor the community background of our employees, as required by the Fair Employment Act 1989.

Regardless of whether we practise our religion, most of us in Northern Ireland are seen as either Catholic or Protestant. We are therefore asking you to indicate your community background by ticking the appropriate box below.

I am a member of the Protestant community

I am a member of the Roman Catholic community

I am a member of neither the Protestant nor the Roman Catholic community

Date of Birth

Could you please indicate whether you are:

Female

Male

Note: It is a criminal offence under the legislation for a person to ‘give false information in connection with the preparation of the monitoring return’

If you do not complete this questionnaire, we are encouraged to use the ‘residuary’ method, which means that we can make a determination on the basis of information in your application.