

## Job Description

<b>Job Title</b>	Rural Recreation Officer (RRO)
<b>Reporting to</b>	Rural Development Programmes Manager
<b>Responsible to</b>	CEO of Laois Partnership Company and the voluntary Board of Directors
<b>Vision, Mission and Values</b>	<p><b>Our Mission</b> Making Laois a better place to live by promoting positive change in social, enterprise and community development.</p> <p><b>Our Vision</b> Supporting Laois to be a vibrant county of inclusion, equality and prosperity.</p> <p><b>Our Values</b> Respect; Integrity; Compassion; Quality; Unity</p>
<b>Rural Recreation Programme</b>	<p>Laois Partnership Company operates the Rural Recreation Programme for County Laois and County Offaly, on behalf of the Dept of Rural and Community Development and the Gaeltacht (DRCDG).</p> <p>This programme involves the management and maintenance of some of our most valuable recreational facilities, including long distance walking trails and looped walks. See further information - <a href="#">The Walks Scheme and Rural Recreation Officers</a></p>
<b>Purpose of the post</b>	<p>The RRO will coordinate and oversee the management and enhancement of the Walks Scheme across Co Laois and Co Offaly. He/she will have a key role in the marketing and promotion of trails in the area and assist local communities developing new routes as agreed by Laois Partnership Company.</p> <p>The RRO shall also assist in the completion of the maintenance plan and conduct trail inspections for the purposes of the Walks Scheme. This position involves working closely with private landowners, community groups, Coillte, Laois and Offaly County Council, Offaly Local Development Company and Fáilte Ireland.</p>
<b>Duties and Responsibilities</b>	<p><b>Coordinate Trail Maintenance and Management</b></p> <ul style="list-style-type: none"> <li>Implement the Walks Scheme and other walking recreational initiatives as developed by Laois Partnership Company and/or Offaly Local Development Company and/or the Department of Rural and Community Development and the Gaeltacht and Fáilte Ireland.</li> <li>Engage with landowners regarding their participation in the Walks Scheme (for approved trails) and agree maintenance work plans.</li> <li>Conduct regular trail inspections for the purposes of the Walks Scheme and prepare trail management plans.</li> <li>Liaise regularly with landowners to ensure that goodwill is maintained, and concerns are addressed.</li> </ul>

- Contact participants who may not have maintained their section of the trail to the necessary standard and negotiate with them so that this is achieved.
- Assist and support Trail Management Committees in their role.

#### **Administration**

- 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 and manage the implementation of successful applications.
- Identify, prepare and submit trails for the Walks scheme Expansion Expression of Interest.
- Complete and maintain accurate records of any maintenance work that has been completed.
- Complete and maintain accurate records of trails inspections to comply with insurance requirements.
- Understand the financial matters relating to the administration of the programme and assist the financial dept in the payment processes associated with the role.

#### **Programme Management**

- Ensure good working relationships with various stakeholders – including landowners, Officers in the Dept of Rural and Community Development and the Gaeltacht (DRCDG), community groups, Coillte, Laois and Offaly County Council, Offaly Local Development Company, the local Sports Partnerships and Fáilte Ireland.
- Ensure compliance with health and safety standards and work practices.
- Organise contractors to complete necessary works on trails in compliance with procurement policy. Prepare a panel of contractors and ensure selection is properly procured and record of selection process is available and updated regularly. Secure up to date tax clearance certificates for same and keep for record purposes.
- Manage budgets available for training, materials and expenses.
- 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 with the locality and general support for marketing and promotion of the trails/walking/recreation with the relevant agencies.
- 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.

#### **General duties**

- Work as part of the overall team in Laois Partnership Company.

	<ul style="list-style-type: none"> <li>• Promote the Organisation and its services in a positive manner.</li> <li>• Operate within policy, legal, ethical and professional boundaries when working.</li> <li>• Actively contribute to service review and development in a positive, solution focused manner.</li> <li>• To undertake other duties/responsibilities that are appropriate to the role.</li> </ul> <p>Please be advised that this is not an exhaustive list of duties for the role and changes may occur.</p>
<b>Eligibility Criteria</b>	<ul style="list-style-type: none"> <li>• Relevant third level qualification and at least 3 years minimum work experience in a similar role.</li> <li>• Previous work experience in dealing with landowners is an advantage.</li> <li>• Good problem solving and planning skills.</li> <li>• Good communication and interpersonal skills and a knowledge of rural issues/concerns.</li> <li>• Demonstrable knowledge and interest in countryside recreation and trail development.</li> <li>• Computer literacy to carry out the role and the various elements of admin work.</li> <li>• Full clean drivers' licence and own car</li> <li>• The candidate must be in a state of health to be able to undertake the duties involved in this outdoor work.</li> </ul>
<b>Terms and Conditions</b>	<p><b>Contract:</b> Permanent, subject to successful probation &amp; continued funding</p> <p><b>Probation:</b> 6 months</p> <p><b>Location:</b> LPC Head office in Portlaoise and approx. one day in Offaly Local Development Company (Tullamore)</p> <p><b>Leave:</b> 24 days/annum</p> <p><b>Hours:</b> 35/week</p> <p><b>Salary:</b> €37,435 - 45,853 Per annum, commensurate with experience</p>
<b>How To apply</b>	<p>Please forward a <b>full CV and a cover letter</b>, marked <b><i>RRO Application</i></b> in the subject line, outlining your suitability and experience for this position, by email to: <a href="mailto:info@laoispartnership.ie">info@laoispartnership.ie</a></p> <p>Closing date for receipt of applications is <b>Wednesday, 6<sup>th</sup> August 2025</b>.</p> <p>No late applications will be accepted.</p> <p>A panel may be formed from which other similar, suitable vacancies may be filled.</p> <p>Informal enquiries by email to <b>info@laoispartnership.ie</b></p> <p>Canvassing will disqualify.</p>

**Laois Partnership Company is an equal opportunity employer and does not discriminate against individuals on the basis of gender, age, race, colour, nationality, ethnic or national origin, religion, marital status, family status, sexual orientation, disability or membership of the travelling community.**