



Trails & Insurance Manager
Higher Executive Officer Grade

Job Purpose

Reporting to the Director of Participation, the Trails and Insurance Manager will be responsible for overseeing Sport Ireland's role in the management and delivery of the National Trails Register and its associated Public Liability Insurance. This role will ensure the timely and successful delivery of Sport Ireland's duty on managing the register while working in collaboration with a broad range of stakeholders. This job specification aligns with Sport Ireland's commitment to promoting outdoor recreation, enhancing participation, and developing sustainable strategies for Ireland's outdoor spaces, as outlined in the National Outdoor Recreation Strategy.

Reporting To: Director of Participation.

Key Duties and Responsibilities

- Management of National Trails Register to ensure effective delivery and management.
- Management of the Public Liability Insurance for the National Trails Register.
- Provide and develop high standards of trail guidance and support to trail management groups across communities in Ireland.
- Support and manage inspectors that audit and assess a number of trails on the register annually.
- Develop and create evidence based and innovative projects and proposals to continuously improve the trail management system.
- Represent Sport Ireland at events and meetings as appropriate (including some out of hours and weekend work).
- Prepare Sport Ireland Board and subcommittee submissions as well as department reports.



- Foster and maintain relationships with government bodies, local authorities, community organisations and relevant stakeholders to facilitate effective collaboration and coordinated efforts in implementing effective trail development practices across the country.
- Ensure that Sport Ireland is positioned as the expert agency in its role to lead, develop and promote the participation in outdoor sports in Ireland.
- Promote and advocate policy links and strategic actions in areas of crossover between the work of Sport Ireland and that of other Government departments and organisations.
- Work with a variety of Sport Ireland units to support the promotion of outdoor recreation, specifically trails
- Advise on the development of future initiatives which will enhance the role of outdoor sports and the wider area of inclusion in sport.

Other Responsibilities:

Develop annual budgets and corporate plans in line with Sport Ireland's objectives in collaboration with the senior management team.

This is not an exhaustive list, and the role will include any duties required by Sport Ireland from time to time which are appropriate for the position and the needs of the organisation.

Person Specification:

Essential: Qualifications, Experience, Knowledge, Skills and Abilities

- Bachelor's degree. Preferably in Community Development, Recreation Management, Environmental Science, Public Administration or Engineering.
- Minimum of three years of progressive experience in the areas of community engagement, trail development, project management, preferably in outdoor recreation, tourism, or community development sectors, of which at least one year should be within a large organisation operating at national level.

- Experience in managing relationships with stakeholders ranging from local volunteer groups to national agencies is highly desirable.
- A high level of understanding of Ireland's permissive access standards and the related Public Liability Insurance policy.
- A high level of experience and understanding of the outdoor recreation sector policy implementation, evaluation, and monitoring.
- Strong understanding of the trail development process and the criteria set out by Sport Ireland.
- Strong understanding of outdoor recreation principles, trends, and best practices with a specific focus on trail development.
- Knowledge of government policies and regulations related to outdoor recreation and environmental conservation.
- Experience of developing and effectively implementing a digital transformation of a database or IT system.
- Proficiency in project management tools and methodologies.
- Excellent leadership and communication skills to effectively engage with diverse stakeholders.
- Strong organizational and problem-solving abilities.
- Ability to work collaboratively in a team and lead initiatives independently.
- A strong back-ground in building and developing partnerships and alliances with a range of stakeholders.
- Experience in public procurement and report writing.
- The ability to think and express complex issues clearly.
- Well-developed skills in listening, communicating, and negotiating.
- The knowledge and experience to lead diverse activities through effective management systems and a sustained focus on long-term goals.
- Excellent people skills evidenced through the ability to lead and motivate.

The desired candidate will be:

- Enthusiastic and highly motivated to perform at a high level, relishing the challenge of working within a small team.
- Flexible in their approach with strong problem-solving skills, a commitment to quality service and be personally trustworthy.
- Able to work independently and collaboratively, use their own initiative, and successfully deliver across a range of different projects and work activities at the same time.
- Logical and pragmatic in approach, delivering the best possible results with the resources available.
- Able to demonstrate that they meet the competencies outlined in the job specification and an ability to discharge all the functions of the position.
- Able to demonstrate the ability to operate across the wider organisation, proactively identify areas for improvement and to develop practical solutions for their implementation.
- Skilled in communicating effectively at all levels within an organisation as well as engaging constructively with external stakeholders, with a proven ability to build and maintain a network of contacts and develop key business relationships.
- Capable of presenting information clearly, concisely, and confidently.
- Capable of delivering results within strict deadlines while maintaining a focus on quality of work.
- Capable of bringing innovation and experience/expertise from previous projects to bear on existing issues, making proposals for improvements and efficiencies where appropriate.
- Leadership skills and effective relationship management ability.
- Excellent interpersonal skills (both written and verbal) demonstrating an ability to communicate effectively and build strong relationships both inside and outside the organisation.
- Capable and comfortable with managing a busy workload, able to prioritise tasks effectively and to meet tight deadlines.



- Able to demonstrate proven analytical skills, to interpret data and make decisions, and be able to challenge complex issues and risks.
- Fully proficient in Microsoft Office, Excel, etc.

Additional Information:

Contract: Full-time, permanent.

Salary Scale: Higher Executive Officer Standard Scale. The appointment will be made on this scale at a point in line with current Government Pay Policy. New entrants to the public sector commence on the first point of scale.

Location: Sport Ireland, Sport Ireland Campus, Snugborough Road, Blanchardstown, D15

If you would like to apply for this position, please send your CV in confidence to sportirelandjobs@orangerecruitment.ie . Closing date for applications is Thursday 5th December 2024 at 5pm.

Sport Ireland is committed to fostering an inclusive workplace which values and benefits from the diversity of the workforce. Sport Ireland is an equal opportunity employer of all qualified individuals. We actively welcome applications from people from all backgrounds and do not discriminate based on any protected groups. If you require reasonable accommodations to interview, please let us know and we will do our best to assist.

Sport Ireland is a Great Place to Work® Ireland.

