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Outscape

Shaping Outdoor Recreation

CANDIDATE INFORMATION BOOKLET

JOB ROLE

DONEGAL 'WALKING FOR ALL' OFFICER ROLE

Donegal Sports Partnership, in collaboration with Outscape, invites applications for the position of Walking For All Officer.

Walking For All is a project supported by PEACEPLUS, a programme managed by the Special EU Programmes Body (SEUPB).

This is a unique and exciting opportunity to lead the delivery of a Walking For All programme, a strategically important, volunteer-led walking participation programme developed to improve health, wellbeing, and social inclusion within local communities across Donegal.

The successful candidate will play a central role in developing, coordinating, and sustaining regular volunteer-led walks in towns, villages, and rural areas throughout the county and meet the key objectives of the Walking For All programme.

Key responsibilities include the recruitment, training, and ongoing support of Volunteer Walk Leaders, with the aim of increasing community participation in walking and promoting greater social cohesion.

Background

Walking For All is a project supported by PEACEPLUS (€7,536,957), a programme managed by the Special EU Programmes Body, (SEUPB), under the Rural Regeneration and Social Inclusion Investment Area, through the PEACEPLUS Healthy and Inclusive Communities theme. PEACEPLUS is a cross-border funding Programme designed to support peace and prosperity across Northern Ireland and the border counties of Ireland.

The programme aims to create healthier rural communities by encouraging participation in walking through organised, volunteer-led walks. These short walks, guided by trained volunteers, will be held in local community spaces and will also aim to bring diverse communities together, fostering acceptance and respect for difference.

About Donegal Local Sports Partnership

Sport Ireland through its network of Local Sports Partnership supports people of all abilities to get active and remove barriers to participating in sport and physical activity. The national network is made up of 29 Local Sports Partnerships who are passionate about getting more people physically active.

Donegal Local Sports Partnership was established in 2001 to co-ordinate the development of sport and physical activity in County Donegal with two main objectives:

- To increase participation rates in sport and physical activity in the County, especially by those most marginalised sectors in society
- The provision of high-quality training, education and leadership programmes which support capacity building

About Outscape

Outscape is a not-for-profit organisation working across the island of Ireland. Their aim is to make it easier for people to responsibly enjoy the outdoors by:

- advocating for the integration of outdoor recreation into government policies and strategies

- developing frameworks, strategies, and plans at landscape, regional, and national levels
- planning and creating high-quality trails and green spaces for a wide range of stakeholders
- offering sector training, increasing awareness of outdoor opportunities, and implementing participation programmes.

JOB ROLE

Job description - Donegal 'Walking For All' Officer

To develop, co-ordinate, build community capacity and sustain regular volunteer-led walks in towns, villages and rural communities throughout the County, through the recruitment, training and support of Volunteer Walk Leaders to, in turn, increase the number of people walking and meet the objectives of the Walking For All programme.

Walking For All aims to create healthier rural communities by encouraging participation in walking. Walking For All is a project supported by PEACEPLUS, a programme managed by the Special EU Programmes Body (SEUPB).

Post:	Donegal 'Walking for All' Officer
Location:	Based out of Donegal Sports Partnership Riverfront House, Pearse Rd, Letterkenny, F92 T6V (or any other location that may be required during the course of your employment), however, it is expected that a significant proportion of the postholder's time each week will be spent coordinating the programme on the ground across the County.
Duration:	30-month contract to expire December 2028, subject to satisfactory completion of a 6-month probationary period.
Hours:	35 hours per week By its nature the post will require some flexible working, for example, work outside normal office hours, including evenings and weekends as required.
Annual Leave:	27 days per annum
Salary & Benefits:	€38,599 (at current rates) The salary is at Point 1 Grade IV of the Public Sector scale for the duration of the contract. Travel expenses will be reimbursed where appropriate Employer Sponsored pension.
Reports To:	Line management: Chief Executive Officer in DSP Performance management: Regional Manager, Outscope in collaboration with CEO in DSP
Closing Date	
For applications:	4pm Friday 29 May 2026
Interviews:	Interviews to take place: Monday 22 June 2026

Main Duties and Responsibilities

Volunteer Recruitment

- Proactively engage with communities to identify potential Volunteer Walk Leaders in towns, villages and rural communities across the County. Engagement will include travelling to and meeting with a wide range of groups in the local community such as community groups, sports clubs, groups for people with a disability, mother and toddlers' groups, Age Friendly clubs, Men's Shed and new communities.
- Engage with potential Volunteers to explain the responsibilities, expectations and benefits of the role of Volunteer Walk Leader and recruit.

Volunteer Training

- Plan and coordinate a series of one-day Walking For All training courses for Volunteer Walk Leaders including venue, materials, walking route.
- Deliver one-day training courses to new Volunteer Walk Leaders.
- Organise and deliver additional training to the Volunteer Walk Leaders as appropriate

Volunteer Support & Retention

- Implement a strong support system for all new Volunteer Walk Leaders, including accompanying them on initial led-walks to build their confidence and ensure quality control.
- Put in place measures to support, motivate and retain Volunteer Walk Leaders (so that they maintain a weekly regular walk as a minimum) including regular and high levels of contact
- Encourage Volunteer Walk Leaders in your area to attend the annual Volunteer Walk Leader Celebration Event to recognise and reward Volunteer Walk Leaders for their contribution to Walking For All
- Plan, coordinate and host an annual Walking Celebration Event specific to the County for the Volunteers and walkers to celebrate their achievements and walking
- Roll out the incentive programme to all qualifying Volunteer Walk Leaders

Twinning

- For established walking groups, pair up (twin) groups based on a cross-border and/or cross-community basis
- Plan, organise and host a series of events for the twinned walking groups such as a shared walking trip to an inspirational location, hosting a walk in each other's local community, a walking activity day.

Promotion

- Use appropriate social media platforms and other promotion such as poster and leaflet distribution to promote Walking For All across the County
- Attend events or organise presentations on Walking For All to promote the opportunities for Volunteers and walkers to relevant stakeholders and organisations
- Support the development of promotional content in your area such as the creation of videos
- Supply photos and good news stories to the communications officer

Partnership Working

- Attend monthly Regional Meetings and liaise on an ongoing basis with other 'Walking For All' Officers in your region in order to share best practice and improve effectiveness

- Where appropriate, work in partnership with other participation officers in DSP or other organisations (such as Get Ireland Walking) to share learnings and leverage activities

Administration

- Keep accurate records of the people and activities for 'Walking For All' at all times.
- Manage the programme budget associated with the project.
- Prepare monitoring and evaluation reports for the Regional Managers and SEUPB on a quarterly basis.
- Assist with the preparation of the quarterly finance reports to SEUPB.
- Meet and report to the Regional Manager on targets and outputs on a monthly basis
- Report to the Project Working Group and Managers' Group when required.
- Any other duties as may be reasonably assigned by DSP Chief Executive Officer.

General Responsibilities

- Contribute to and assist with the preparation and implementation of the DSP Strategic Plan and annual operational plans, in the context of the Walking For All programme.
- Implement DSP monitoring and evaluation processes to understand the effectiveness of the Walking For All programme.
- Provide reports and regular updates to the CEO and DSP Board as required.
- Record accurately all financial transactions relevant to the Walking For All programme and prepare timely and accurate budgets and financial reports to Outscape, DSP and SEUPB as appropriate.
- Promote best practice health & safety awareness and reporting of all incidents.
- Be flexible in approach to work and undertake any other duties related to the role of Walking for All officer
- Ensure that all activities undertaken as an employee of DSP are in line with DSP values, codes of conduct and relevant legislation.

REQUIREMENTS FOR THE POST

The person appointed will have:

Essential

- A minimum level 6 or a Level 7 Degree (NFQ) in a relevant discipline such as Sports Development/Health Fitness, Sport Science, Health Promotion, Physical Education, Community Development or related fields
- A minimum of three years' experience in the following areas:
 - ❖ Project Planning and Delivery: Proven track record in the successful development, coordination and delivery of projects from initiation through to evaluation, ensuring objectives are met on time and within scope
 - ❖ Stakeholder engagement: Extensive experience in engaging with and supporting a broad range of stakeholders, including community groups, sports clubs, schools voluntary and statutory organisations. Skilled in collaborative relationships and maintaining positive communication channels to achieve shared outcomes
 - ❖ Event, Training and Meeting coordination; demonstrated ability to plan, organise and deliver community events, stakeholder meetings, and training sessions,

including managing logistics, communications, venue arrangements and post event follow up.

- ❖ Administrative and Organisational Support: strong administrative skills with experience maintaining accurate records, preparing reports, managing correspondence and ensuring compliance with organisational procedures and reporting requirements

Key Skills, knowledge and attributes

- Highly motivated and proactive, with a strong ability to work on personal initiative and demonstrate ownership of tasks from conception through to completion
- Excellent interpersonal and communication skills enabling the fostering of positive and collaborative relationships with colleagues, community groups, external stakeholders and funding bodies
- Approachable, respectful and effective in diverse team environments
- Proven ability to work efficiently under pressure, consistently delivering high-quality outputs within tight deadlines and across multiple concurrent priorities
- Strong organisational and time management skills, with the ability to prioritise workloads effectively, access competing demands, and ensure key tasks and projects are delivered on schedule
- Demonstrated experience in both independent working and team collaboration, particularly within dispersed or cross-functional teams. Ability to support a culture of continuous improvement and innovation
- Effective written communicator, capable of producing clear, concise and professional reports proposals and evaluations tailored to a range of audiences, including funders, partners and governance boards
- Deeply passionate about encouraging active lifestyles and outdoor engagement with a belief in the social, mental and physical benefits of participation in sport and physical activity across all ages and abilities
- Proficient in the use of Microsoft Office applications including Word, Excel, Powerpoint and Outlook and confident in adopting new digital tools to enhance productivity, reporting and communication.

Other

- Must have access to a car and hold a current EU/Irish/UK driving licence
- Garda Vetting is mandatory for this role
- Ability to travel efficiently between sites
- Commitment to work evenings and weekends as required
- As this is a county wide position a working knowledge of Irish would be an advantage

RECRUITMENT PROCESS

How to apply

Please email your Curriculum Vitae (CV) together with an A4 cover letter outlining why you are suitable for this role to: email: margaret@activedonegal.com

Closing date for Applications: 4pm Friday 29 May 2026. (Any applications received after this timeline will not be considered)

References

It would be useful if you would begin to consider names of people who would be suitable referees and that we might consult (2 names and contact details)

Donegal Sports Partnership is an Equal Opportunities Employer