



COMHAIRLE CHONTAE LIATROMA LEITRIM COUNTY COUNCIL

Candidate Information Booklet (Please read carefully)

**Post of:
Walking For All Officer
Specified Purpose Contract**

Closing Date: 4:00 p.m. Thursday 6th November 2025

Important Notes

Completed Application Form (*inclusive of all other required documentation*) must be emailed in **PDF Format** only as **One Single Document (not individual scanned documents)** to
jobs@leitrimcoco.ie.

Please quote '**Walking For All Officer**' followed by your **name** in the subject line of the email.

Note: Hard copy Application Forms will not be accepted

General Information:

County Leitrim, located in the Northwest of Ireland, has a growing economy, a picturesque landscape, vibrant communities, and a strong arts and cultural sector. Leitrim County Council's vision is to build an economically strong, creative, inclusive county, making Leitrim the best place to live, work, invest, and visit. Key to the achievement of our priorities and objectives is a skilled and committed workforce, supported by enabling technologies, efficient work processes and learning and development opportunities. We are committed to the training, support, and encouragement of our staff, and we offer benefits across family-friendly initiatives, personal development and the well-being of staff.

Background:

Walking For All (WFA) is a new programme taking place across Northern Ireland and the six border counties of Ireland.

It is funded by PEACEPLUS 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 total value of PEACEPLUS is €1.14 billion. PEACEPLUS is managed by the Special EU Programmes Body (SEUPB) and represents a funding partnership between the European Union, the Government of the United Kingdom of Great Britain and Northern Ireland, the Government of Ireland, and the Northern Ireland Executive.

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 differences.

The programme is being led by Outscape, based in Belfast. Outscape is a small, dynamic not-for-profit organisation with a staff team of 22 who work on a wide range of outdoor recreation projects. For more information on Outscape visit www.out-scape.com.

The programme involves 19 partners. Delivery on the ground will be undertaken by 16 Walking for All Officers. These Officers will be employed by Councils and eNGOs across Northern Ireland, whilst delivery in the 6 border counties will be undertaken by the Local Sports Partnerships. Support throughout the programme will be given by Sport Ireland, Mountaineering Ireland and the Public Health Agency in Northern Ireland.

The Role:

The Role of the Walking for All Officer is to develop, coordinate, 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.

The Walking for All Officer will 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 including Community Groups, Sports Clubs, Disability Groups, Parent and Toddler Groups, Age Friendly Groups, Men's Shed, Church Groups, Minority Groups etc.

Walking For All aims to create healthier rural communities by encouraging participation in walking.

The Qualifications:

1. Character

Each candidate must be of good character.

2. Health

Each candidate must be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

3. Citizenship

Candidates must, by the date of any job offer, be:

- (a) A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or
- (b) A citizen of the United Kingdom (UK); or
- (c) A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
- (d) A non-EEA citizen who is a spouse or child of an EEA or UK or Swiss citizen and has a stamp 4 visa; or
- (e) A person awarded international protection under the International Protection Act 2015 or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa or
- (f) A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or the UK or Switzerland and has a stamp 4 visa.

4. Education and Experience

Each candidate must, on the latest date for receipt of completed application forms, have:

- (a) A minimum Level 6 Qualification, or a Level 7 Degree Qualification (NFQ), in a relevant discipline such as Sports Development/Health Fitness, Sport Science, Health Promotion, Physical Education, Community Development or related fields
- (b) A minimum of two 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

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

Notes: Candidates must submit a copy of third level or relevant qualification from your awarding body and / or Quality & Qualifications Ireland (QQI) with your application. Foreign language qualification certificates must also be accompanied by a translation document of educational qualifications as outlined above. Applications received without the necessary documentation will be deemed ineligible.

Candidates must hold a current valid unendorsed driving licence in respect of category B vehicles and must advise if this is not the case.

The ideal Candidate will have:

- Experience of working with new and minority communities.
- Be 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
- 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.

Competencies for the Post:

Key Competencies for the post include the following and candidates will be expected to demonstrate sufficient evidence within their application form of competence under each of these. Please take note of these when completing the application form as any short-listing or interview processes will be based on the information provided by candidates:

Delivering Results / Communicating Effectively	• Translates the business or team plan into clear priorities and actions for their area of responsibility. • Plans work and other resources effectively. • Implements high-quality service and customer care standards. • Makes decisions in a timely and well-informed manner. • Develops and maintains positive, productive, and beneficial working relationships. • Demonstrates the ability to recognise the value of and requirement to communicate effectively. • Demonstrates effective verbal and written communication skills. • Demonstrates good interpersonal skills.
Performance Management	• Effectively manages performance. • Ability to develop and deliver programmes and projects and to work to strict deadlines. • Ability to work on own initiative as well as an integral part of a team. • Strong organisational skills, including meeting facilitation and administration.
Personal Effectiveness	• Is enthusiastic about the role and is motivated in the face of difficulties and obstacles. • Takes initiative and is open to taking on new challenges or responsibilities. • Manages time and workload effectively. • Has strong resource and project management skills. • Maintains a positive and constructive and enthusiastic attitude to their role. • Understands and implements change and demonstrates flexibility and openness to change. • Is a self-starter, strong on research and maintains resilience in securing buy in and commitment to overall concepts or projects.

Knowledge, Experience and Skills	• Has experience in sports development / community health promotion • Demonstrates knowledge & understanding of the structure and functions of local government. • Has relevant administrative, or economic/community development or project development and delivery experience. • Has experience of working as part of a team. • Has experience of preparing reports and correspondence.
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Principal Terms and Conditions:

The position is wholetime, **temporary** and pensionable and the appointment will be on the basis of a **Specified Purpose Contract of Employment to 31st December 2028** related to the implementation of the PEACEPLUS Walking For All Programme.

This role is funded by PEACEPLUS under the Rural Regeneration and Social Inclusion Investment Area, through the PEACEPLUS Healthy and Inclusive Communities theme. The funding is approved to 31st December 2028 and the post is contingent on, and aligned to, that specific funding provision.

The successful candidate will be employed by Leitrim County Council on behalf of Leitrim Sports Partnership.

1. Duties:

The key duties and responsibilities of the post Walking For all Officer may include but will not be limited to the following:

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 routes.
- 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 Sports Coordinator Officer.

Reporting

- **Line management:** Sports Co-Ordinator Leitrim Sports Partnership
- **Regional Manager:** Outscape, in collaboration with Sports Co-Ordinator
- Collecting, maintaining and updating relevant data.
- Working with project partners to ensure that they are aware of and fulfil their reporting requirements.

Governance

- Ensuring the PEACEPLUS Work Programme conforms with all policies and procedures of the Local Authority and SEUPB and in line with the Governance Framework.

General

- Undertaking any other relevant and related duties that may be required/assigned.

2. Salary:

The salary scale for the post of Walking For All Officer (aligned to the Assistant Staff Officer Scale), is within the range (scale applicable from 1st August 2025):

€35,613, €37,740, €40,759, €42,741, €44,475, €46,153, €48,417, €50,056
€51,722, €53,296 LSI1, €54,911 LSI2

Entry point to this scale will be determined in accordance with relevant Departmental Circulars. Offers of appointments to persons who are not serving local authority employees will be based on the minimum of this scale.

The rate of remuneration may be adjusted from time to time in line with Government Policy.

The salary shall be fully inclusive and shall be determined from time to time. Holders of the office shall pay the local authority any fees or other monies (other than their inclusive salary) payable to or received by them by virtue of their office or in respect of services which they are required by or under any enactment to perform.

3.Residence:

The holder of the post shall reside in the district in which his or her duties are to be performed or within a reasonable distance thereof and will be required to serve in the Local Authority's Offices, or wherever assigned by the Local Authority

4. Probation:

All contracts will be subject to a probationary period of 6 months, during which the performance of the successful applicant will be regularly evaluated. If during that period, the Local Authority is satisfied that the appointee is unlikely to prove suitable for final appointment, the appointment may be terminated by the giving of one month's notice on either side, or, in the event of misconduct or negligence, without notice. The probationary period may be extended at the discretion of the Chief Executive of Leitrim County Council

Employment may be terminated by either party during probation or at the end of the probationary period on one week's notice.

5.Working Hours:

The successful candidate's normal hours of work will be 35 hours per week. The role will require flexibility around working hours and evening and weekend work will arise in order to effectively deliver this programme. A system of 'Time in Lieu' will be in operation as deemed appropriate. Overtime will not be paid.

The Council reserves the right to alter hours of work from time to time.

All hours of work will be subject to and recorded in accordance with the provisions of the Organisation of Working Time Act, 1997 and the Organisation of Working Time Act (Regulations) 2001.

6.Annual Leave:

The annual leave entitlement for this post will be 30 days per annum.

7.Superannuation:

All new entrants to pensionable public service employment on or after 1st January 2013 will be members of the Single Public Service Pension Scheme.

All members of the Single Public Service Pension Scheme will be required to contribute 3.5% of net pensionable remuneration plus 3% of pensionable remuneration. Pension and retirement lump sums for members of the Single Public Service Pension Scheme will be based on career-average pay; pensions will be coordinated with the State Pension Contribution Scheme.

Persons who are pensionable under the Local Government (Superannuation) (Consolidation) Scheme 1998, and are liable to pay the Class A rate of PRSI contribution, will be required in respect of superannuation to contribute to the local authority at the rate of 1.5% of pensionable remuneration plus 3.5% of net pensionable remuneration (i.e. pensionable remuneration less twice the annual rate of social insurance old age contributory pension payable at the maximum rate to a person with no adult dependant or qualified children). You will also be required in respect of the Local Government (Spouses and Children's Contributory Pension) Scheme to contribute to the local authority at the rate of 1.5% of pensionable

remuneration in accordance with the terms of the Scheme.

Persons who become pensionable officers of a local authority who are liable to pay the Class D rate of PRSI contribution will be required in respect of his/her superannuation to contribute to the local authority at the rate of 5% of pensionable remuneration. You may also be required to pay Spouses and Children/Widows and Orphans contributions at the rate of 1.5% of pensionable remuneration.

8.Retirement Age:

The Single Public Service Pension Scheme (“Single Scheme”) as provided by the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 commenced with effect from 1st January 2013. The act introduced new retirement provisions for new entrants to the public service appointed on or after 1st January 2013, as well as to former public servants returning to the public service after a break of more than 26 weeks. In accordance with Circular Letter 24/2020 Single Pension Scheme Members normal retirement age will be in line with the age of eligibility for the State Pension (Contributory). Compulsory Retirement Age will be 70.

There is no mandatory retirement age for “new entrants” to the public service as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004. Anyone who is “not a new entrant” to the public service, as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004, is subject to a compulsory retirement age of 65 years – the Public Service Superannuation (Age of Retirement) Act 2018 provides for an increase in the compulsory retirement age of most pre-2004 public servants from age 65 to age 70.

9.Pension Abatement

If an appointee has previously been employed in the Civil or Public Service and that appointee is entitled to, or in receipt of, a pension from the Civil or Public Service, or where a Civil/Public Service pension comes into payment during the appointee’s re-employment, that pension will be subject to abatement in accordance with Section 52 of the Public Service Pensions (Single Scheme and other Provisions) Act 2012.

Please note: In applying for this position, you are acknowledging that you understand that the abatement provisions, where relevant, will apply. It is not envisaged that the employing Department/Office/Body will support an application for an abatement waiver in respect of appointments to this position.

10.Driving Licence

Holders of the post will be required to travel in the course of their duties and for this purpose they shall possess a current unendorsed full driving licence (Category B) and shall provide and maintain a car to the satisfaction of the local authority. The post holder’s Insurance policy must cover such use and must indemnify Leitrim County Council.

Travel and subsistence expenses will be paid in accordance with nationally agreed rates applicable in the sector.

11.Garda Vetting:

The successful candidate may be subject to the Garda Vetting Procedures in line with the provisions of the National Vetting Bureau (Children & Vulnerable Persons) Act 2012 to 2016 as appropriate in advance of appointment.

12.Residence:

The holder of the post shall reside in the district in which his or her duties are to be performed or within a reasonable distance thereof and will be required to serve in the Local Authority’s Offices or wherever assigned by the Local Authority.

Leitrim County Council reserves the right to, at any time, re-assign an employee to any Department now or in the future.

13. Outside Employment

The position is whole-time, and the employee may not engage in private practice or be connected with any outside business which would interfere with the performance of official duties.

14. Data Protection:

Please note that the information received is used solely for the purpose of considering your application. Such information held is subject to the rights and obligations set out in the Data Protection Acts, 1988, 2003 & 2018 and EU Regulation 2016/679.

SELECTION PROCESS

- (i) Selection shall be by means of a competition based on an interview conducted by or on behalf of the local authority.
- (ii) Leitrim County Council reserves the right to shortlist applications on the basis of information supplied on the application form and only those shortlisted will be called for interview.
- (iii) Candidates called for interview will be assessed on the **competencies** for the post as set out above.
- (iv) A panel may be formed on the basis of such interview. Candidates whose names are on a panel and who satisfy the local authority that they possess the qualifications declared for the position and that they are otherwise suitable for appointment may within the life of the panel be appointed to this post. The life of the panel will not be more than one year from the date of formation of the panel.
- (v) The local authority shall require a person to whom an appointment is offered to take up such appointment within a period of not more than one month and if they fail to take up the appointment within such period or longer period as the local authority in its absolute discretion may determine, the local authority shall not appoint them.

All applications must be made on the official Application Form circulated with this notice or alternatively contact the HR Department on jobs@leitrimcoco.ie.

Completed Application Forms (inclusive of all required documentation) must be submitted in PDF Format only as One Single Document (not individual scanned documents).

CLOSING DATE: Completed Application Forms must be submitted by 4:00 p.m. on Thursday 6th November 2025 via email only to jobs@leitrimcoco.ie. Applications received after this date and time will not be considered.

Please quote 'Walking For All Officer' followed by your name in the subject line of the email.

Candidates will receive an automatic acknowledgement when they submit their application form to the above email. You should check your Spam/Junk Folders in the event that you do not receive this acknowledgement. The onus is on the candidate to ensure that their application has been received and acknowledged.

The responsibility rests with the applicant to ensure that their application form is received by the Human Resources Department of Leitrim County Council on time as outlined above. Candidates should ensure that they give themselves sufficient time to allow for any unforeseen circumstances which may arise and which may impact on their application form not being received on time.

Candidates must submit copy of relevant educational qualifications with their application. Applications received without the necessary documentation will be deemed ineligible and will not be considered further.

Candidates must also hold a current valid and unendorsed driving licence in respect of category B vehicles and must advise if this is not the case. A copy of Licence must be submitted with your application.

NOTES: Applicants are reminded that any attempt by themselves or by any persons acting on their behalf directly or indirectly by means of written communication or otherwise to canvass or otherwise influence in the applicants favour any employee of the County Council or persons nominated by the Chief Executive to interview or examine applicants, will automatically disqualify the applicant for the position they are seeking.

Leitrim County Council is an equal opportunities employer.