



Job Description - Outreach & Engagement Co-ordinator, ROI

Job Title:	Outreach & Engagement Co-ordinator, ROI
Contract Type:	Permanent
Hours:	37.5 Hours (5 days) per week, with a minimum of two days in the office.
Salary:	€40,000 - €45,000
Benefits:	We offer great flexible working conditions and a range of employee benefits including; • 25 days paid leave (plus Bank Holidays) • A commitment to developing skills and providing training • Employee assistance programme, plus trained mental health first aiders • A range of enhanced policies to support employees across various periods of their life. • Employee discount on the parkrun shop
Line Manager:	Territory Manager, ROI
Dotted Line Manager (if applicable):	
Department:	EMEA
Location:	Dublin (CHQ Building, Dublin 1)
Boards Attended:	N/A
SLT / Member (Yes / No):	No
Meetings / Panels (attend regularly):	Weekly ROI team meeting
Meetings / Panels (attend as required):	As required

External Bodies or Groups this role should be a part of as a representative of parkrun:	N/A
Line Manager responsibility (if applicable):	N/A
Dotted Line Manager responsibility (if applicable)	N/A

About parkrun

parkrun is a health and wellbeing charity and our vision is to create a healthier and happier planet.

Since our inception in 2004, parkrun has evolved into a global social movement with a vibrant and inclusive community at its core. As of 2026, we have recorded over 150-million instances of walking, jogging, running, and volunteering.

Our mission is to transform lives by empowering people to be active, social and outdoors in their local community; and to protect parkrun for the generations to come. Each and every weekend, we deliver free, weekly timed events that people of all ages and backgrounds can join in. By tackling barriers to participation, we encourage communities to come together and embrace regular physical activity.

Now in its 22nd year, parkrun spans over 3,200 locations in 23 countries with more than 12 million people registered, and counting.

And we have really only just begun.

Brief role description:

The role will focus on outreach and relationship-building, strengthening grassroots trust in marginalised communities across Ireland, identifying and developing opportunities for new parkrun events, both 5km and junior events, and providing initial support to help establish and successfully launch new events, while supporting inclusive participation across parkrun Ireland.

Main Responsibilities

- Build and maintain positive relationships with the parkrun volunteer community, community groups, partners, and key local contacts across Ireland
- Lead outreach activity that increases participation and inclusion across parkrun
- Identify communities where outreach and new event development activity can have the greatest impact
- Build grassroots trust within marginalised communities and support the development and launch of new parkrun events, both 5km and junior events
- Provide practical support to emerging event teams during the early stages of event setup and delivery
- Represent parkrun at community events, meetings, and forums
- Gather feedback, insights, and local knowledge from communities to help shape future outreach and development activity
- Support local communities and volunteer teams to identify and overcome barriers to participation
- Work closely with internal teams to ensure outreach and event development activity is aligned with organisational objectives.

Essential experience requirements:

- Strong commitment to inclusion, diversity, and responsible working practices
- Experience delivering outreach, engagement, or community-based initiatives in underrepresented or marginalised communities in a respectful, relationship-led way
- Proven stakeholder management and ability to build and maintain effective relationships with community groups, local organisations, and partners
- Experience supporting the development or delivery of new or emerging community initiatives or events
- Strong communication skills, with the ability to engage confidently and clearly with a wide range of audiences, both in person and in writing
- Experience working collaboratively with internal teams and external partners to deliver shared objectives
- A full driving licence is essential due to occasional travel across Ireland

Desirable experience requirements:

- Experience working in a community, non-profit, or volunteer-led environment
- Familiarity with coordinating local initiatives, events, or community-based activities
- Experience using systems or tools to manage information and workflows
- Understanding of the parkrun and parkrun junior operating model

Professional certification requirements:

Qualifications or training in community development, social inclusion, public health, or related fields would be an advantage but are not essential.

Our values:

Family

We act with humility and always put the family first.	We're humble. We know a lot but not everything. We take responsibility, acknowledge personal errors, and are open to learning, developing and improving. There's no room for ego and no one is bigger than the family. We lead by example, and we share in our successes.
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Bravery

We are brave, bold, and creative.	We're ambitious and dynamic. We dream big, make bold decisions, challenge the status quo and get things done. We're not afraid to question, innovate and be different.
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Fairness

We act with kindness, compassion, and fairness.	We're kind, caring, compassionate and empathetic. We assume others mean well. We're aware of our actions and how what we do impacts others. We apply our founding principles of equality and inclusivity to every situation and opportunity.
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Authenticity

We are honest, authentic, and accountable.	Trustworthiness, honesty and integrity are foundational to our family. We're honest about what we know and what we don't know. We hold each other to account. We communicate with transparency and empathy, acknowledging that communication influences behaviours, emotions and feelings, and underpins effective collaboration.
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Recognition

We recognise and respect each other.	We see and hear each other. We respect ourselves and others, support and help one another, listen attentively, and celebrate the uniqueness, strengths and diversity of our family
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General information:

The post holder will be required to comply with all policies and procedures issued by parkrun Ltd.

This job description is not exhaustive and serves only to highlight the main requirements of the post holder. The organisation may stipulate other reasonable requirements. The job description will be reviewed and may be subject to change.

parkrun is an inclusive employer and we are committed to diversifying our staff and therefore we welcome applications from all backgrounds.

At parkrun, we strive to make every voice heard and valued, and we are dedicated to breaking down barriers to inclusion in all aspects of our workplace. For more on our commitment to Diversity, Equity, and Inclusion, please see our [Global DEI Statement](#).