



Project Lead: Ambassador Programme

Job Description

1. Role Overview

The Ambassador Programme Project Lead will coordinate and support the delivery of an innovative community-led stewardship initiative at both Errigal Mountain, Co. Donegal and Croagh Patrick Mountain, Co Mayo and will be working in partnership with Cairde na hEaraigle and Croagh Patrick Stakeholder group along with a range of local stakeholders across both sites.

This fixed-term role will play a key part in establishing a new volunteer ambassador programme for Errigal and the further development of the existing programme at Croagh Patrick. These programmes empower local communities to protect and care for Ireland's iconic mountain landscapes while helping to manage increasing recreational pressures.

Reporting to the Programme Management Executive, the postholder will work closely with the wider Leave No Trace Ireland team to recruit, train and support the volunteer ambassadors, coordinate stakeholder engagement activities, monitor programme progress, and contribute to the successful delivery of project objectives in line with PCES grant requirements.

Job Title	Project Lead
Team / Department	Project Management
Reporting To	Programme Management Executive
Location	Hybrid remote with regular travel to Errigal, Co. Donegal, Croagh Patrick, Co Mayo and LNTI Head Office as required.
Contract Type	12 month, Fixed-term. October 2026 – October 2027
Hours	Part-time; 3 days per week, 9.00 – 5.30pm.
Salary	€25,002 p.a. (3 Day week)
Closing Date	23 rd Sept 2026

2. About Leave No Trace Ireland

Leave No Trace Ireland is an award-winning not-for-profit organisation (with charitable status) made up of member organisations with a shared interest in encouraging responsible enjoyment of Ireland's natural environment and outdoor heritage. The Leave No Trace programme promotes and inspires responsible outdoor recreation through education, research, partnerships and volunteerism throughout the island of Ireland.

We are a small, passionate team committed to making a real difference for people and the natural environment. We offer a collaborative and values-driven working culture where every team member's contribution matters. For more information, visit www.leavenotraceireland.org

3. Key Responsibilities

Programme Coordination & Volunteer Management

- Responsible for supporting the effective delivery of the Ambassador Programme and achieving agreed project objectives.
- Coordinate all aspects of the Ambassador Programme, including volunteer recruitment, training, and ongoing support for all volunteer ambassadors.
- Develop and maintain a volunteer rota ensuring consistent ambassador presence on the Mountains throughout the programme period.
- Provide day-to-day support and troubleshooting for volunteer ambassadors, acting as primary point of contact for queries and issues.
- Facilitate monthly volunteer check-ins (virtual and in-person) to maintain engagement, gather feedback, and address challenges.
- Support Leave No Trace trainers in delivering the bespoke 4-day training programme and ongoing CPD events.

Community & Stakeholder Engagement

- Work closely with Cairde na hEragaile and the Croagh Patrick Path Restoration Team to ensure effective partnership coordination and local community engagement.
- Liaise regularly with NPWS rangers, Donegal County Council, Mayo County Council landowners, and other key stakeholders to ensure programme alignment with site management objectives.
- Coordinate and facilitate quarterly stakeholder meetings to review progress, address issues, and maintain collaborative relationships.
- Coordinate community awareness events to promote the programme and encourage responsible visitor behaviour.
- Represent Leave No Trace Ireland in the communities, building trust and positive relationships.

Monitoring, Reporting & Administration

- Develop and coordinate data collection on volunteer hours, visitor engagement, and programme impacts to demonstrate outcomes.
- Conduct regular site visits to monitor programme delivery, observe ambassador interactions, and identify areas for improvement.
- Provide regular updates and reports to the LNTI Executive Team and contribute to PCES grant compliance reporting.
- Maintain accurate records of all programme activities, volunteer hours, stakeholder meetings, and incident reports.

- Support the development of the year-end impact report and recommendations for programme continuation.

Health & Safety

- Support the safe delivery of all field-based and volunteer activities, ensuring adherence to health and safety procedures, risk awareness and incident reporting requirements.
- Maintain a valid driving licence (where required for the role) and drive in a safe and responsible manner when travelling to meetings, programme locations, and events on behalf of the organisation.

General

- Contribute positively to the wider work of the Leave No Trace Ireland team, including supporting organisational events, projects and initiatives as required.
- Uphold and promote the values and mission of Leave No Trace Ireland at all times.
- Undertake any other duties reasonably requested by your line manager.

4. Key Relationships

Internal relationships	Programme Management Executive Education Executive Education & Training Officer Communications Officer Partner & Community Engagement Officer All Leave No Trace Ireland staff
External relationships	Volunteer Ambassadors across both sites Cairde na hEragaile NPWS rangers and staff Croagh Patrick Stakeholder group and Path Restoration Team Donegal County Council Mayo County Council Local landowners and community groups Outdoor recreation stakeholders Local businesses and tourism operators

5. Person Specification

Education & Qualifications

Essential	Desirable
Third-level qualification in environmental education, outdoor recreation, community development, or related field (or equivalent experience)	Leave No Trace Trainer certification Postgraduate qualification in relevant field

Experience

Essential	Desirable
• Proven experience of coordinating volunteers or community-led initiatives • Experience of stakeholder engagement and building collaborative partnerships • Demonstrated ability to work independently with minimal supervision • Experience of working in outdoor recreation, conservation, or community development contexts	• Experience working in the environmental or not-for-profit sector • Knowledge of the Errigal and / or Croagh Patrick areas and local communities • Experience working with NPWS, local authorities, or statutory agencies • Grant project coordination and compliance reporting

Skills & Knowledge

Essential	Desirable
• Excellent interpersonal and communication skills with the ability to engage diverse audiences • Strong organisational and project coordination skills • Ability to work effectively both independently and as part of a remote team • Competent IT skills including Microsoft Office, email, and virtual meeting platforms • Competent financial administrative skills • Understanding of health and safety principles relevant to the role.	• Knowledge of protected area management and Natura 2000 sites • Understanding of visitor management in sensitive mountain environments • Familiarity with volunteer management best practices • Irish language skills (spoken and written)

Understanding of Leave No Trace principles and outdoor recreation management	
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Personal Qualities

Essential	Desirable
- A genuine commitment to Leave No Trace Ireland's mission and values - Self-motivated with the ability to work both independently and collaboratively - Flexible and adaptable, with a positive approach to change and new challenges - Passion for Ireland's natural environment and community-led conservation - Strong community connector with ability to build trust and rapport locally - Resilient and solution-focused with good problem-solving skills	Active participant in outdoor recreation with understanding of hillwalking safety

Other Requirements

- Full clean driving licence and access to own transport (essential for regular travel and attendance at stakeholder meetings)
- Willingness to work occasional evenings and weekends to accommodate volunteer and stakeholder schedules
- Garda vetting will be required prior to appointment due to working with volunteers, some of whom may be under 18.
- Based in or willing to be regularly present in the Errigal, Donegal and / or Croagh Patrick areas (remote/home-based role with regular travel requirements including to our Head Office in Westport, Co Mayo).

6. Terms & Conditions

Salary	€25,002 p.a. (3 Day week)
Annual Leave	23 days pro rata, plus part-time public holiday entitlement
Pension	Workplace pension scheme in place
Probationary Period	3 months
Notice Period	1 week during probation, 1 month thereafter
Other Benefits	Flexible working arrangements, mileage expenses for work-related travel, professional development opportunities, including Leave No Trace training and outdoor recreation CPD, Bike to work

7. How to Apply

To apply for this role, please submit the following to seamus@leavenotraceireland.org by 23rd September 2026:

- A current CV (no more than 2 pages)
- A cover letter (no more than 1 page) outlining your suitability for the role
- Contact details for two referees - referees will not be contacted without your prior consent

Applications received after the closing date will not be considered. We are unable to provide feedback on unsuccessful applications at the shortlisting stage.

Leave No Trace Ireland is an equal opportunities employer. We welcome applications from people of all backgrounds and are committed to creating an inclusive workplace. If you require any reasonable adjustments during the application or interview process, please let us know.