



Fáilte Ireland (The National Tourism Development Authority) is the State organisation responsible for promoting and supporting the development of tourism as a key driver of economic growth in Ireland. It provides strategic leadership and a range of practical business solutions to foster competitive tourism enterprise, encourage innovation and support policy formulation to help position and sustain Ireland as an attractive and compelling visitor destination.

Officer Product Development;

- **Officer Visitor Attractions x 2 roles**
- **Officer Activities**
- **Officer Festivals**

**Level 4
Permanent, Full-Time**

Fáilte Ireland invites applications to join the Product Development team in Fáilte Ireland (Visitor Attractions, Activities and Festivals). This is a fantastic opportunity to become part of a team responsible for the developing a range of exciting things for visitors to see and do on their on their holidays to Ireland.

Where there are multiple locations listed within a position, the applicant will be asked to indicate their preferred location on application.

Please note there shall be a requirement to be in the Amiens Street office on a regular basis for those roles not based in Dublin.

Please return your completed application form by email **only** to recruitment@failteireland.ie

Closing Date: Wednesday, 17th April 2019 at 12 noon (G.M.T)

Fáilte Ireland is an equal opportunities employer.

Job Title: Role 1. Officer Visitor Attractions x 2 Role 2. Officer Festivals and Events Role 3. Officer Activities	Job Ref. FI-0300PD
Location and Business Unit: Role 1. Dublin or Limerick (Product Development – Attractions) Role 2. Dublin (Product Development- Festivals and Events) Role 3. Dublin or Galway (Product Development- Activities) Each role reports in to the Manager of the relevant Business Unit outlined.	
Salary: €46,813 - €66,963*	
Job Purpose <p>To support the development of the visitor experiences in Ireland and to support the implementation of Fáilte Ireland’s Corporate Strategy, by working within the Product Development Division to deliver a range of sector development initiatives and capital funding programmes.</p>	
Key Responsibilities Sector Development Initiatives <ul style="list-style-type: none"> • Contribute to the development and implementation of a strategy for the development of visitor experiences (Attractions, Activities or Festivals and Events) in Ireland • Develop and maintain relationships with key stakeholders involved in the visitor attractions, Festivals or outdoor activity sector, including sectoral representative bodies, public bodies, Strategic Partners, Local Authorities and individual attractions, activity provider or festivals, to ensure the delivery of Fáilte Ireland’s strategy and to identify and development new opportunities for tourism innovation • Work closely with other Divisions within Fáilte Ireland in the undertaking of this role as appropriate, e.g. Evaluation, Regions, Enterprise Development, Business Development, Marketing, etc. to ensure consistency of approach and maximum effectiveness • Contribute to the development and implementation of other sector development and capacity building initiatives as they arise Operational <ul style="list-style-type: none"> • Maintain databases and project management systems, including the Customer Resource Management system • Prepare documentation for meetings of the Management Advisory Committee (MAC), the Investment Committee and the Fáilte Ireland Authority meetings • Respond to information requests from the industry, their representative bodies, government departments, local authorities and the public • Maintain all required documentation for internal and external audits • Manage budgets and budget projections • Contribute to monthly review meetings and team meetings • Effectively manage own time, optimising travel time and meetings schedule • Support the broader team to deliver operational plan • Ensure all activities are delivered on time and on budget • Ensure that any procurement of work from a third party is implemented in line with Fáilte Ireland procurement policy 	

Capital Investment Programmes
Attractions & Activities Officer only

- Communicate the goals, objectives and details of Fáilte Ireland's Tourism Investment Strategy to a range of external and internal stakeholders
- Contribute to the implementation of a range of capital grant schemes and other funding initiatives including the Capital Grants Scheme for Large Tourism Project 2016-2022
- Liaise with the Grant Evaluation Unit and the Post-Grant Monitoring Unit in seeking to continually improve the implementation of grant-aided projects
- Undertake responsibility & close supervision and monthly reviews of progress as capital projects progress
- Work with / manage third party service suppliers as required (e.g. project mentors, consultants, etc.)
- Work with a range of public sector Strategic Partners, e.g. OPW, Coillte, NPWS etc. on the delivery of capital projects, as required

Festival Development
Festivals Officer only

- Work closely and build good working relationships with key stakeholders including local authorities on a number of large-scale projects; this will involve the organising, managing and delivery of festivals of international scale
- Contribute to the implementation of the festivals funding schemes and initiatives
- Undertake responsibility and supervision to support relevant festivals as they progress through their 3 year development plan

Carry out all other duties as required.

This role requires travel, with attendance at a number of national and regional events throughout each year.

**The successful candidate will commence on the 1st point of the salary scale in line with current Government policy.*

Person Specification

Essential Criteria:

The successful candidate must possess and through their Application show evidence of:

- Minimum of three years' experience working directly in the area of tourism product/experience development, visitor attractions, visitor interpretation or grant schemes or festivals
- Understanding of the tourism industry and related institutional networks at local and national level
- Three years' experience managing the successful completion of projects within timescales and budget
- Previous experience in managing stakeholder relationships
- Ability to communicate articulately and effectively both orally and in writing
- Effective and efficient organisation and planning skills and the ability to prioritise work and meet deadlines
- Strong interpersonal skills
- Valid driving licence

Qualifications:

A third level qualification in Business, Management or Heritage/Culture is essential

Desirable Criteria:

- Experience managing teams would be desirable
- Knowledge of the tourism landscape in Ireland and in particular Fáilte Ireland's brands.
- Trends in global tourism that impact on Ireland.
- **Attractions Officer**- Experience within the visitor attractions, visitor interpretation and/or cultural area would be advantageous.
- **Festivals Officer** – Experience project managing festivals (preferably large scale) would be advantageous
- **Activities Officer** – Experience within the outdoor activities/recreational sector would be advantageous

Key Competencies

- Innovation and Creative Thinking
- Relationship Management
- Commercial Acumen
- Project Management

We may ask applicants to complete online aptitude assessment(s) as a means of progressing to the next stage of the process.

A panel may be created for this role for a period of 12 months