



Forbairt Iarthar Luimní
West Limerick Resources

Name of Employer: West Limerick Resources CLG

Job Title: Administrative Support Worker

Number of Hours: 35 hours per week.

Evening and weekend work may be an occasional feature of this position. The company operates a Time in Lieu policy. No overtime will be paid.

Location: Based in Newcastle West

Reporting to: RDP Coordinator and Financial Controller

Contract Duration: 2 year contract

Remuneration: €25,534 per annum

Company Overview: West Limerick Resources is a community development organisation that works to achieve positive change in the lives of people and groups in West Limerick. The objective of WLR is to support the long-term development of individuals, groups and communities in the west Limerick area. Among the programmes administered by the company is the LEADER / RDP programme which aims to strengthen the rural economy and to improve the quality of life in rural Ireland through focusing on the key principles of innovation, sustainability, economic viability and linkages with other organisations.

Job overview: The role will entail providing administrative support to the RDP coordinator and project officers to ensure the effective delivery of the Limerick Local Development Strategy. This will include administration duties relating to grant applications, project implementation and monitoring along with duties related to the work of the company's finance team.

Key areas of work:

Project and applicant administration:

- Provide support in relation to the preparation and maintenance of all project files and other paperwork
- Assist project officers to process accurate and comprehensive project applications and payment claims including liaising with applicants in relation to the submission of documentation
- Support the management of the dedicated programme IT system including scanning and uploading of documentation
- Review project files to ensure compliance with the programme operating rules in cooperation with programme manager and project officer
- Assist with the on-going monitoring of the implementation of the Programme
- Maintain the websites and social media presence, and work with the rest of the team to promote the Programme to potential applicants and beneficiaries

Secretarial Duties:

- Provide secretary function to the Project Evaluation Committee including organising meetings, preparing and circulating documentation and taking minutes
- Assist in the organisation of events – booking venues, putting ads in paper, e-mail/posting letters to individuals and organisations
- Occasional work at events (press releases, conferences, launches etc.)

Financial Supports:

- Processing of monthly payroll
- HR Duties

General

- Be fully aware and strictly abide by the operating rules of the programme, relevant circulars and operational procedures of West Limerick Resources and the Limerick Local and Community Development Committee as LAG
- Assist in the maintenance of a contact databases for correspondence
- Undertake other duties as may reasonably be requested

Person Specification:

Principal Qualifications & Experience:

A relevant qualification and/or previous experience in a similar administrative role

Essential:

- Efficient working style (well-organised with excellent time-management skills)
- Ability to produce high quality and accurate work output to required deadlines
- Excellent IT skills - MS Office, Internet & E-mail, database entry
- Excellent written and verbal communication skills and fluency in the English language
- Demonstrate a flexible and adaptable approach to work
- Ability to work on own initiative and as part of a team
- Excellent Interpersonal Skills
- Knowledge of payroll and the workings of PAYE and PRSI
- Full clean driving licence and access to transport

Desirable:

- Experience of the Rural Development (LEADER) Programme and/or of other grant aid programmes
- Knowledge of work of West Limerick Resources and empathy with ethos of Company
- Knowledge of Social Media particularly Facebook
- Prepared to work occasional evenings/weekends

Application Procedure:

Submission: Cover letter together with a completed application form should be marked confidential and sent to:

The Manager,
West Limerick Resources CLG,
St. Mary's Rd,

Newcastle West,

Co. Limerick.

Tel (069) 62222, Fax: (069) 61870.

E-mail: info@wlr.ie.

Closing Date: Friday July 28th 2017, 5pm

Candidates may be shortlisted for interview.

Interviews to take place the week commencing August 14th, 2017

West Limerick Resources Ltd is committed to a Policy of Equal Opportunity.



An Roinn Ealaíon, Oidhreachta,
Gnóthaí Réigiúnacha, Tuisithe agus Gaeltachta
Department of Arts, Heritage,
Regional, Rural and Gaeltacht Affairs



The European Agricultural
Fund
for Rural Development:
Europe investing in Rural
Areas.



Department of
Agriculture,
Food and the Marine
An tAire
Talmhaíochta,
Bia agus Mara



Limerick
CITY & COUNTY
COUNCIL