



Name of Employer: West Limerick Resources CLG

Job Title: LEADER Projects Officer (under the Rural Development (LEADER) Programme 2014-2020)

Number of Hours: 35 hours per week. Flexibility is required as evening and weekend work may be a 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 company manager

Contract Duration: Position will run until June 2019 subject to *continued funding*

Remuneration: €32,181 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 / Rural Development 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 involve the identification and implementation of strategic actions to assist the development of economic and community development activity in the West Limerick area. This will also include undertaking administration & animation duties comprising LEADER / RDP grant application procedures, processing, monitoring & project file maintenance.

Key areas of work:

Animation

- Animate and support the activities of LEADER throughout the West Limerick area. Initial focus for this position will be on the RDP subthemes of Rural Tourism and Enterprise Development, however RDP staff may be required to work across any and all themes as needs arise.
- Proactively support individuals, businesses and organisations to access funding and supports under the Rural Development (LEADER) Programme

- Provide advice and support to members of community organisations and small businesses relating to skills acquisition for planning and project development
- Provide advice on market analysis, product development and economic opportunities to project promoters
- Develop sectoral strategies to promote various opportunities (e.g. tourism, food, arts & crafts)
- Identify opportunities for joint ventures, locally, regionally and nationally and assist with negotiations and partnership arrangements
- Identify and organize relevant training and development requirements to take advantage of economic and community development opportunities.
- Support the organization, promotion and delivery of animation events and activities under the relevant programme themes
- Implement other projects as required by the programme coordinator or company manager

Strategy

- Initiate and support strategic initiatives in accordance with the Local Development Strategy and themes of the Rural Development Programme.
- Support the development and implementation of annual action plans in consultation with the programme coordinator under the programme themes and subthemes
- Demonstrate creativity, innovation and drive within the RDP team
- Ensure that targets and workplans are adhered to in order to achieve objectives

Administration

- Be fully aware and strictly adhere to 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
- Establish and maintain dedicated and up to date project files for each project and ensure that these are stored appropriately
- Prepare project assessment reports for presentation to the Project Assessment Committee and Board
- Attend project assessment committee and board meetings as required
- Gather key performance indicators and ensure that this information is available in a timely manner for upload onto the RDP IT system
- Prepare relevant reports/presentations as required by the Programme Coordinator, Manager, Board and/or Department
- Undertake other administration duties relating to the Programme and company as required.

Networking and Communication:

- Ensure open, professional and honest communications within the RDP team

- Develop professional working relationships with all project promoters and maintain regular communication throughout project lifecycles
- Promote the development of structures which facilitate networking and collective action within and between sectors and/or communities
- Identify opportunities for collaboration with other programmes and agencies within West Limerick and further afield
- Identify and keep up to date on potential external funding sources from other departments and agencies and support the preparation of relevant applications as required
- Keep up to date with opportunities, issues and developments, both regionally and nationally, related to the rural development sector
- Support the promotion of the work of the Rural Development (LEADER) Programme in local media, websites, newsletters and other suitable means

Person Specification:

Principal Qualifications & Experience:

This position requires an experienced individual with a third level qualification in Business, Marketing, Rural Development or equivalent qualification and/or a minimum two years relevant work experience in community and/or enterprise development.

Essential:

- Experience in developing, managing and implementing plans and projects
- Skills related to business planning, market analysis and interpretation of financial statements
- Working knowledge of agencies with responsibility for local, community and enterprise development in Limerick and an understanding of relevant legislation, policies and procedures
- Excellent analytical skills
- Well-developed negotiation, networking and facilitation skills with the ability to build relationships effectively across all sectors
- Proven ability to work as part of a team as well as on own initiative and respond effectively to changing needs and priorities
- Effective time management skills and ability to multi-task
- Excellent communication and interpersonal skills
- Strong communication skills both written and verbal
- Strong IT skills
- Full clean driving licence and access to own transport

Desirable:

- Previous experience of working on the Rural Development (LEADER) Programme would be highly advantageous

- Experience of working as part of a team and of multi-agency collaboration

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, Tuaithe agus Gaeltachta
Department of Arts, Heritage,
Regional, Rural and Gaeltacht Affairs

