



Name of Employer: West Limerick Resources CLG

Job Title: Project Development 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: Initial twelve month contract with the possibility for extension subject to satisfactory performance and availability of funding.

Remuneration: €23000 per annum (Graduate/Entry Level position)

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 form an integral part of the LEADER Programme implementation team, providing administrative and animation support to the programme coordinator and project officers to ensure the effective delivery of the Limerick Local Development Strategy. This will include administration and animation duties relating to project development, grant applications, project implementation and monitoring.

Key areas of work:

Animation

- Animate and support the activities of LEADER throughout the West Limerick area. Particular focus for this position will be on the animation, pre-development and capacity building support for strategic project development across the programme themes and the development of cooperation projects.

- Proactively support individuals, groups and organisations, both new and existing, to access funding and supports under the Rural Development (LEADER) Programme
- Identify opportunities for joint ventures within and between communities/organisations and assist with the development of partnership arrangements
- Identify and organize relevant training and development requirements to capitalize on opportunities and available resources in the local area.
- Participate in RDP team meetings and lead out on team initiatives as required
- Remain up to date on regulations and funding streams from other agencies and support the preparation of relevant applications as required
- Identify opportunities for collaboration with other programmes both internally and externally in order to maximize resources
- Support the RDP team in researching, monitoring and evaluating programme outcomes on an on-going basis
- Organise, participate in and present at company led initiatives and at external events where required.
- Implement other projects as required by the programme coordinator or company manager.

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 files and records for each project and ensure that these are stored appropriately
- 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 as appropriate
- Keep up to date with opportunities, issues and developments, both regionally and nationally, related to the rural development sector
- Share responsibility with other company staff for the promotion of the LEADER Programme.

Strategy

- Contribute to the effectiveness of the LEADER Programme team
- Compliment activities of other staff and work as part of the overall company team
- Initiate and support strategic initiatives in accordance with the Local Development Strategy and themes of the Rural Development Programme.

Person Specification:

Principal Qualifications & Experience:

A third level qualification in Rural Development, Community Development or similar. Experience is not essential but is desirable.

Essential:

- A good understanding of rural development and the issues facing rural dwellers.
- Ability to manage projects/actions within a specified budget and time frame
- Capacity to network and build effective relationships
- Demonstrate a high level of attention to detail with a commitment to delivery of a quality service
- Working knowledge of agencies with responsibility for local and community development in Limerick
- Excellent analytical skills and an understanding of and commitment to Community Development principles
- 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 IT skills
- Full clean driving licence and access to transport
- Demonstrate creativity, innovation and drive within the RDP team
- A strong desire to develop professionally in the local development sector

Desirable:

- A proven track record of project development and management in a community setting
- Experience of working as part of a team and of multi-agency collaboration
- Experience in group facilitation, community planning and network support.
- Experience of project management, including report writing and budgeting

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

