



CAP LEADER Project Development Officer 2024

Job Title: LEADER Project Development Officer
Reporting to: Rural Development Manager/Coordinator
Hours of Work: 35 Hours per Week

Purpose of Role

The Project Development Officer's overall remit is to contribute to the implementation of the vision and objectives outlined in the Local Development Strategy 2023 – 2027 and the development of stronger, more prosperous, more resilient and better connected rural communities in County Kildare. The Officer's work will be guided by the five Focus Areas outlined in the Strategy, namely Developing Social Capital, Social Cohesion, Social Infrastructure, Social Innovation and Climate Resilience.

The focused remit is to work with project promoters to devise and deliver project applications for consideration for funding under the CAP LEADER 2023 – 2027 Programme for County Kildare. The position involves the support of individuals and community groups but also a significant administrative brief and holds direct responsibility for the administration attached to project applications and approvals and has shared responsibility in relation to the projects payment process.

Reporting to the Manager/Coordinator of the LEADER Programme, the Project Development Officer will also work closely with the Local Action Group, the project Evaluation Committee, Financial Partners and other relevant agencies, as well as enterprise and community-based organisations and promoters in developing and implementing actions to support delivery of the Local Development Strategy and assisting in the preparations of future strategies as required.



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Role Accountabilities

The Project Development Officer is accountable for working with the CKLP LEADER team and external partners to implement the strategic actions within the new LDS in compliance with the LECP by:

- Seeking out and assisting projects relevant to the RDP and the Area Action Plan
- Working on and supporting the preparation of all open calls for proposals
- Checking project eligibility criterion, recording and monitoring progress in this area
- Ensuring that the project applicant is fully aware of the requirements of the programme
- Assisting with the preparation of Implementer-led projects
- Undertaking the necessary site visits and verification checks
- Completing the Project Assessment Report for the Evaluation Committee
- Submitting Evaluation recommendations for onward referral to the LAG
- Presenting the recommendations of the Evaluation Committee to the LAG.
- For successful projects – Following up and bringing the project to completion/payment stage
- Maintaining all Project Files
- Implementing a 30% validity check to ensure compliance with the RDP rules
- Supporting the development of a final site visit report where applicable
- Using the RDP Electronic Data System, and adhere to the rules and regulations of the Rural Development Programme at all times
- Carrying out any additional duties that may be required as part of the role, in compliance with the Service Level Agreement with the LAG and the Operating Rules for the LEADER Programme

Qualifications/Experience

- Holds a recognised Diploma/Degree in Rural Development or other relevant third level qualification
- Has proven experience working in a similar role
- Has experience of working in the area of Rural Development or Community Development
- Full driving licence and own car



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Skills/Abilities

- Excellent Project Management skills
- Excellent interpersonal, communication and presentation skills – both written and verbal
- Strong analytical and numerical skills
- Strong time-management and organisation skills
- A Flexible Team player
- Deadline focused and works well under pressure

Other relevant information

Primary location: Kildare Community Development Centre, **Kildare Town, R51 RF88**

- Travel: The role will involve some travel for which you must provide your own vehicle and travel expenses are paid as agreed
- Office Hours: Monday to Friday normal business hours with occasional work outside of these times

This job description is intended as a summary of the primary responsibilities and qualifications for this position. The job description is not intended as inclusive of all duties an individual in this position might be asked to perform or that may be required to do either now or in the future.



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