

Meath Partnership: LEADER Projects Officer (Part Time, Fixed Term) (<https://www.activelink.ie/node/115469>)



Exciting Career Opportunity At Meath Partnership

LEADER Projects Officer (Part-time, Fixed-Term Contract)

The Position

Meath Partnership is seeking a motivated and skilled professional to join our Rural Development team as a LEADER Projects Officer who will support the delivery of the LEADER Programme 2023-2027 across County Meath.

This role will be key in implementing the LEADER Local Development Strategy for the county through project development, community animation, capacity building and administrative support to both enterprises and communities throughout Meath. The position requires strong administrative capabilities, attention to detail, a passion for rural development and the ability to work flexibly with a wide range of stakeholders.

Key Accountabilities

Reporting to the Rural Development Programme Manager and the CEO thereafter, the LEADER Projects Officer will be responsible for:

1. Project Development & Support

- Providing guidance to project promoters on LEADER eligibility, the application process, procurement compliance and project development.
- Supporting individuals, enterprises and community groups to develop viable, fundable projects in line with Local Development Strategy objectives and actions.
- Preparing and assessing funding proposals which comply with Programme Operating Rules and funding criteria.
- Providing technical assistance and guidance to promoters on business planning, financial forecasting or governance structures (where relevant).

2. Community Engagement & Animation

- Facilitating group information sessions, one-to-one clinics, or workshops to raise awareness of LEADER supports and demystify the application process.
- Promoting the LEADER programme across rural communities, with a focus on under-represented or disadvantaged areas.
- Leading outreach initiatives and thematic events to build awareness and participation in the programme.
- Engaging with community, voluntary and business stakeholders to identify local needs and co-design appropriate responses.

3. Strategy Delivery

- Supporting the delivery of targeted actions across priority areas including rural enterprise, food innovation, community infrastructure, climate action, tourism and heritage.
- Contributing to annual action planning, monitoring project delivery progress and identifying strategic development opportunities.
- Collaborating with other agencies and networks in Meath to maximise the programme's impact and support alignment with national and regional priorities.

4. Programme Administration & Compliance

- Maintaining accurate and up-to-date project records (both digitally and in hard copy).
- Preparing project files for review by the Independent Evaluation Committee, Meath LAG and Department officials.
- Supporting the Independent Evaluation Committee by preparing clear, concise and evidence-based project assessments and recommendations.
- Administering the LEADER ICT system (training provided) and supporting adherence to all procurement, financial and programme requirements.
- Supporting evaluation, reporting and audit activities as needed.

This job description is intended to outline the key accountabilities and responsibilities attaching to this position. It is not intended to be an exhaustive list of all duties, responsibilities or activities to be attended to. The LEADER Programme operates in a fast-changing environment, where staff may need to shift focus to respond to emerging local needs and opportunities. A flexible approach to programme or company related tasks which may arise and which are not specifically detailed in this job description will be required.

Educational Qualification or Professional Attainment

- Possession of relevant professional or qualification relevant to Rural Development, Community Development, Business, Agriculture, Planning, European Studies or a related discipline.

Essential Knowledge and Experience

- Proven experience in community development, rural enterprise support or public funding programmes.
- Strong understanding of the LEADER Programme or other rural/local development frameworks.
- Excellent verbal and written communication skills, including report writing and stakeholder engagement.
- High level of administrative accuracy, with experience managing complex documentation or funding files.
- Good working knowledge of Microsoft Office and CRM/data management systems.
- Demonstrated ability to work independently and manage multiple projects simultaneously.

Desirable Skills, Abilities and Experience

- Experience supporting funding applications or business/community project planning.
- Familiarity with LEADER Operating Rules or public procurement guidelines.
- Experience delivering animation or outreach activities in rural communities.
- Strong analytical skills and ability to assess project feasibility or financial sustainability.
- Ability to manage sensitive or confidential information with discretion.
- Knowledge of local development policy and funding landscape in Ireland.

Terms of Employment

One part-time, fixed-term position is available, working 18.75 hours per week.

The nature of the work will require working some unsocial hours i.e. evenings and weekends. A full driving licence and access to own transport is essential due to the outreach services associated with the position. This post may be subject to Garda Vetting in line with Meath Partnerships policy.

Duration

This is a 12 month, fixed-term contract. Any extension to the contract of employment will be subject to the availability of funding and continuation of LEADER programme services.

Location

Successful candidates will be based in Meath Partnership's Head Offices, located at Units J & K, Kells Business Park, Cavan Road, Kells, County Meath.

Meath Partnership is committed to ensuring a satisfactory work-life balance for its employees. As such, hybrid-working and flexi-time arrangements will apply to this position.

Salary

The salary range on offer is €38,000-€40,000.00 per annum (pro-rata), commensurate with experience.

Leave

The annual leave entitlement is twenty (20) days per annum, pro-rata for shorter periods. Entitlement to leave for Public Holidays is in accordance with the terms of the Organisation of Working Time Act 1997. Meath Partnership closes for five (5) days at Christmas; this time is additional to the annual leave entitlement detailed above.

Application Process

To apply, please submit the following to info@meathpartnership.ie (<mailto:info@meathpartnership.ie>):

- A brief cover letter including personal statement demonstrating how you meet the above-mentioned requirements for the position (no more than 500 words) which must communicate your relevant experience
- A curriculum vitae summarising your qualifications and work experience to date.

Applications should be clearly marked "LEADER Projects Officer".

Applicants will be shortlisted on the basis of information provided in their application.

Closing Date: The closing date for applications is 5pm on Tuesday, 27th May 2025. Late applications will not be considered.

Meath Partnership is an equal opportunities employer. We are an organisation that embraces diversity and inclusion. We welcome applicants from diverse backgrounds and encourage these individuals to bring their experiences and perspectives to Meath Partnership. All information will be held in line with Meath Partnerships GDPR policies.



Region

Co Meath

Date Entered/Updated

7th May, 2025

Expiry Date

27th May, 2025

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