



## Westmeath Community Development

### Job Description: LEADER Development officer [Fixed term Contract]

Westmeath Community Development (WCD) is seeking a LEADER Development officer to implement actions in the Local Development Strategy for the Rural Development Programme (LEADER).

#### Key Areas of Work

- Facilitating communities and individuals in rural areas to engage in a broad range of social and economic activities
- Carry out pre-development and capacity building initiatives for communities and individuals through the LEADER Programme
- Provide support to businesses and individuals seeking funding in the areas of enterprise development including artisan food, Agri-diversification, rural tourism and renewable energy
- Providing support to community and voluntary organisations seeking funding for community initiatives
- Advise and secure assistance for project promoters in the area of fundraising, management, finance and grant assistance
- Assist project promoters in obtaining grants under the Rural Development Programme and from other sources by:
  - Respond to queries concerning projects, recording details of same and providing information and follow-up
  - Create files for individual projects in preparation for evaluation
  - Prepare and presenting project proposals for evaluation
  - Carry out inspections on projects in preparation for grant payments
  - Prepare project files for payment of grants.
- Any other duties as deemed necessary by LEADER Manager or WCD Senior Management

#### Person Specification

##### *Essential*

- Ideally holds a Third Level Qualification in Rural Development, Tourism, Enterprise Development or other relevant disciplines (level 7+)
- A minimum of 2 years' experience working in the community/rural development sector or related sector
- Good knowledge and understanding of rural development
- Excellent facilitation skills
- Ability to advise, inform, motivate and support individuals and a wide range of organisations
- Excellent communication skills (written & verbal) required with the ability to confidently provide information and guidance to individuals and community groups



- Be highly motivated, a self-starter, with the ability to work independently and in a team setting
- Strong organisational skills, ability to organise complex workloads
- Experience of working in a target-based environment and meeting strict deadlines
- Excellent administration, IT skills and experience of Microsoft applications
- Good level of data processing and data entry experience
- A full clean driving licence and access to a car for work purposes

### **Desirable**

- Experience of dealing with private sector, community and voluntary organisations
- Experience of dealing with funding agencies

### **Terms of Appointment**

- The appointment will be for a Fixed Term until 31.12.2027, including an initial probationary period of 6 months.
- Hours of Work: 35 hours per week, with flexibility to carry out duties in evenings and at weekends where necessary
- Salary: The starting salary will be within the range of **€37,729 to €43,518** subject to qualifications & experience
- Annual Leave of 25 days per annum
- Place of work will be Westmeath Community Development offices in either Athlone or Mullingar to be agreed with the successful candidate [hybrid working arrangements in place]
- Reporting to Leader Programme Manager

