

## **Rural Development Officer**

### **Job Description**



**Post:** Rural Development Officer

**Reporting to:** LEADER Programme Coordinator

### **Job Purpose**

The Rural Development Officer will work on the animation and implementation of the Local Development Strategy (LDS) for the delivery of the 2023 – 2027 LEADER Programme in Co. Wicklow. The role involves working across all themes of the programme where required;

- Economic Development and Job Creation
- Rural Infrastructure and Social Inclusion
- Sustainable Development of the Rural Environment and Climate Change Mitigation and Adaptation

### **Major Areas of Responsibility**

1. Deliver an effective community engagement and animation strategy
2. Strategic management of a project portfolio
3. Ensure up to date understanding of the LEADER Programme Operating Rules and all amendments

### **Principal Responsibilities:**

- Inform, advise and assist communities and issue groups to avail of opportunities for development through LEADER funding and in accordance with the Wicklow Local Development Strategy (LDS)
- Inform, advise and assist private individuals/applicants to establish or expand businesses in rural areas through LEADER funding and in accordance with the Wicklow Local Development Strategy (LDS)
- Inform, advise and assist community and private applicants to develop green economy, environment and climate action projects through LEADER funding and in accordance with the Wicklow Local Development Strategy (LDS)
- Contribute to the ongoing development of the Local Development Strategy including where appropriate the development of interventions in specific areas
- Provide advice and support to members of community organisations and small businesses relating to skills acquisition for planning and project development

- Assess, prepare and evaluate project proposals to the LEADER Programme and make recommendations on same to the Evaluation Committee
- Present projects at Evaluation Committee meetings and ensure that all information required on the projects is prepared for these meetings
- Present projects to Wicklow Local Community Development Committee and ensure that all information required on the projects is prepared for these meetings
- Prepare files and input information to ICT System for Administrative checks
- Take responsibility for administration attached to all stages of project funding – from application to approval to payment and any post payment follow-up
- Monitor and review progress and compliance with terms and conditions of projects that have been approved for funding from the Programme
- Liaise with Department Officials in relation to specific project queries and audits and work with the LEADER Project Team in formulating responses to Department requests for information
- Assist in the development of programme policies and procedures relevant to the work
- Assist in the development of inter-territorial and / or transnational projects with European partners where required
- Share responsibility with other company staff for the promotion of the Programme by a variety of means including CWP website and social media and various local and national media
- Represent the company on local or county committees and attend and/or present at meetings, trade fairs or other events on behalf of the company as requested by the LEADER Programme Coordinator
- Identify opportunities for cross collaboration with other company programmes
- Contribute to the development of any company policies and procedures relevant to the work
- Participate in training pertinent to the post and company
- Complement activities of other staff and work as part of the overall company staff team
- Participate in LEADER team meetings and lead out on specific team initiatives where appropriate
- Report to the LEADER Programme Coordinator on all matters relating to the work of the company and provide weekly and monthly reports to the LEADER Programme Coordinator as required

## **General**

Undertake any other duties as may be required from time to time by the LEADER Programme Coordinator or CEO in pursuance of the specific aims and objectives of the organisation

## **PERSONAL SPECIFICATION FOR THE POST OF RURAL DEVELOPMENT OFFICER**

### **Skills and Abilities**

- Facilitation, training and consultation skills
- Communication skills
- Presentation Skills
- Organisational skills
- Networking skills
- Teamwork
- Problem solving skills
- Ability to work on own initiative
- Administration skills
- IT competence
- Social media skills
- Strategic planning / business planning
- Managing time / deadlines

### **Experience and Knowledge**

- At least three years relevant experience – ideally with experience of community development and/or enterprise development and/or environmental initiatives
- A proven track record in working with community groups and / or business
- A good understanding of rural development and the issues facing rural dwellers
- Knowledge of the policy context of LEADER
- Familiarity with the local development infrastructure in Co. Wicklow is desirable

### **Education and Training**

- A diploma or degree in a relevant discipline
- Training relevant to the post
- Willing to engage in further training / professional development

### **Personal Qualities**

- Professional, dynamic, enthusiastic, flexible, approachable, team oriented and consultative
- Positive attitude
- A self-starter able to work on their own initiative

### **Other**

- Commitment to rural development and social inclusion
- Use of a car for work and to have a full clean driver's licence
- Willing to work outside normal office hours

## Summary of Key Terms and Conditions of Employment

<b>Duration of Contract</b>	Full time (35hrs per week) Fixed Term contract up to December, 2027 with the option of extending thereafter subject to funding.
<b>Location of Post</b>	CWP Offices, 3rd Floor Avoca River House, Arklow, Co. Wicklow Y14 V277. Following successful completion of probation period may be offered hybrid working in line with CWP policy on same
<b>Hours of Work</b>	9am – 5pm Monday to Friday. It may be necessary to work outside normal office hours on occasions. CWP TOIL policy applies.
<b>Salary Range</b>	Starting salary commensurate with relevant experience and qualifications
<b>Annual Leave</b>	25 days p/a (pro-rata)
<b>Other</b>	Other terms and conditions of employment will be detailed in the contract of employment.