

## Job Description & Person Specification

Role	FARM-Up Project Coordinator
<b>Role Purpose/ Description:</b>	<p>This is a new post in South West Mayo Development Company (SWMDC) under the European Innovation Partnership (EIP) <b>Farming And Restoration Management for Upland commonages (FARM-Up)</b> programme.</p> <p>This is a four-year co-designed agri-environmental project based in counties Mayo (Nephrin area / Clew Bay coastline) and Donegal (in the largely Gaeltacht area of An Earagail) which aims to develop, demonstrate and then replicate management and restoration actions in a commonage context.</p> <p>The FARM-Up project was co-designed with farmers and strongly supported by Wild Atlantic Nature (WAN) LIFE Integrated Project (IP), ACRES West Connacht and ACRES Donegal.</p> <p>The FARM-Up Project Coordinator will be responsible for the overall translation of the project plan into a programme of activities across the two counties, under the oversight of the Operational Group and with the guidance of SWMDC.</p>
<b>Reporting To:</b>	<p>Your work will be directed by the FARM-Up Operational Group.</p> <p>As a South West Mayo Development Company employee, you will report to the Rural Development Coordinator for employer/employee-related matters (performance, leave requests, timesheets, contract queries etc.).</p>
<b>Key Responsibility Areas</b>	<p><b>Project Implementation</b></p> <ul style="list-style-type: none"> <li>• Lead the implementation of the FARM-Up project plan under the direction of the FARM-Up Operational Group and the Department of Agriculture, Food and the Marine (DAFM); and</li> <li>• Direct and oversee contractors working on the project.</li> </ul> <p><b>Staff Management</b></p> <ul style="list-style-type: none"> <li>• Provide management support to the FARM-Up Project Officer and oversee their workload in line with priority objectives;</li> <li>• Complete annual performance appraisal reviews with the FARM-Up Project Officer; and</li> <li>• Approve and sign off timesheets, leave requests and expenses claims.</li> </ul> <p><b>Financial Management</b></p> <ul style="list-style-type: none"> <li>• Act as the main point of contact with DAFM on non-financial matters; and</li> <li>• Work with SWMDC's financial team to ensure compliance and efficient financial management.</li> </ul> <p><b>Promotion</b></p> <ul style="list-style-type: none"> <li>• Organise and partake in outreach events;</li> <li>• Support the development of promotional materials to increase project visibility and disseminate results; and</li> <li>• Create content for publication on social media platforms.</li> </ul>

	<p><b>Reporting and Compliance</b></p> <ul style="list-style-type: none"> <li>• Lead the preparation of reports on project activity;</li> <li>• Ensure evaluation and monitoring processes are implemented effectively; Ensure records are properly and accurately maintained and that appropriate statistical information is provided;</li> <li>• Represent the project in meetings, various fora etc.; and</li> <li>• Ensure compliance with all relevant legislation including GDPR.</li> </ul> <p><b>Training and Continuing Professional Development</b></p> <ul style="list-style-type: none"> <li>• Complete all training programmes as directed.</li> </ul> <p><i>The above job description is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post, which may be assigned to them by the FARM-Up Operational Group and/or Team Lead to contribute to the development of the post.</i></p>
<b>Desirable Experience</b>	<ul style="list-style-type: none"> <li>• At least three years' experience of project management;</li> <li>• Experience with EU or state-funded environmental or rural development programmes;</li> <li>• Understanding of ecological and/or agricultural systems, especially related to commonage and upland farming systems;</li> <li>• Experience in the preparation and monitoring of farm plans;</li> <li>• Excellent communication skills;</li> <li>• Irish language fluency;</li> <li>• Self-motivated and have a proven ability to work under their own initiative;</li> <li>• Have a positive, enthusiastic, pragmatic, solution driven, and flexible approach to work;</li> <li>• A willingness to actively participate as part of a wider multidisciplinary team;</li> <li>• An ability to manage their own workload, ensuring that work is carried out on schedule and to a high standard.</li> </ul>
<b>Desirable Qualifications</b>	<ul style="list-style-type: none"> <li>• Relevant third-level qualification or equivalent in project management, agriculture, ecology, environmental science or related discipline is desirable.</li> </ul>
<b>Other Relevant Information</b>	<p>The successful candidate will:</p> <ul style="list-style-type: none"> <li>• Have proven experience delivering complex, multi-stakeholder projects.</li> <li>• Be able to demonstrate leadership skills.</li> <li>• Possess excellent facilitation and report writing skills.</li> <li>• Irish language proficiency (an advantage but not essential).</li> <li>• Be proficient in MS Office packages including Word, Excel, Outlook, programme databases, and SharePoint for example.</li> </ul>

<b>Terms &amp; Conditions of Employment</b>	<p><b>1. Salary</b> Salary will be commensurate with qualifications and experience.</p> <p><b>2. Duration of Contract</b> This is a full-time fixed-term contract for 48-months subject to probation and satisfactory performance.</p> <p><b>3. Probation</b> Probation period of six months will apply.</p> <p><b>4. Pension</b> Following successful completion of probation, the post holder will have the opportunity to opt into the SWMDC company pension scheme.</p> <p><b>5. Working Hours (35 hours per week)</b> Monday to Friday 9am – 5pm. The post will involve some out-of-hours meetings, and the company operates a Time Off In Lieu (TOIL) policy for this work.</p> <p><b>6. Annual Leave</b> For new staff appointments, annual leave is 25 days per annum.</p> <p><b>7. Travel &amp; Subsistence</b> Travel and subsistence will be paid at public sector rates.</p> <p><b>8. Location of the position</b> SWMDC Office TBC</p> <p><b>9. Own Transport</b> A full driving license and access to own transport is essential.</p>
<b>Selection Process</b>	<p>Selection will involve short listing of applicants for interview based on the criteria for the position as outlined in this job description and person specification.</p>
<b>How to apply</b>	<p>Please submit your Curriculum Vitae and cover letter by email to <a href="mailto:jobs@southmayo.com">jobs@southmayo.com</a> quoting <b>EIPProjectCoordinator_Application_YOURNAME</b> in the subject line.</p> <p>Please save your CV as YOURNAME_CV and your cover letter as YOURNAME_CoverLetter.</p> <p><b>IMPORTANT:</b> Please check your junk and spam folders throughout this recruitment campaign. SWMDC does not accept any responsibility for missed communication.</p> <p>The closing date for applications for this role is <b>5pm on Monday 21st July 2025</b>. Late applications are not accepted.</p>
<b>Funding</b>	<p>Co-funded by the European Union and the Department of Agriculture of Food and the Marine.</p>



An Roinn Talmhaíochta,  
Bia agus Mara  
Department of Agriculture,  
Food and the Marine



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**FARM Up**