

## Job Description & Person Specification

Role	FARM-Up Project Officer
<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>FARM-Up is a four-year co-designed agri-environmental project based in counties Mayo (Nephin 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 Officer's work will be guided by the FARM-Up Project Coordinator in conjunction with the FARM-Up Operational Group which will include administration, IT and mapping, communication, evaluation and dissemination, and ecological expertise.</p>
<b>Reporting To</b>	<p>Your work will be directed by the FARM-Up Project Coordinator as part of the SWMDC Rural Development team.</p>
<b>Key Responsibility Areas</b>	<p><b>Communication</b></p> <ul style="list-style-type: none"> <li>• Point of contact between farmers, advisors and the project team;</li> <li>• Continual liaison with the farming community in target areas;</li> <li>• Provide advice and support to participant farmers during scheme as required;</li> <li>• Liaise and work with FARM-Up Operational Group as required; and</li> <li>• Liaise with and provide support to Farm Advisors working on the Programme as required.</li> </ul> <p><b>Project implementation</b></p> <ul style="list-style-type: none"> <li>• Support the recruitment of commonage farmers;</li> <li>• Assist in the development of the overall FARM-Up project including farmer engagement, restoration planning, and data collection;</li> <li>• Contribute to the development of guidance documents and other media for various project purposes; and</li> <li>• Assist in the delivery of training to farmers and Farm Advisors;</li> </ul> <p><b>Promotion</b></p> <ul style="list-style-type: none"> <li>• Support the development of promotional materials to increase project visibility and disseminate results;</li> <li>• Create content for publication on social media platforms; and</li> <li>• Organise and partake in outreach events such as open days, demonstration events and training workshops.</li> </ul>

	<p><b>Reporting and Compliance</b></p> <ul style="list-style-type: none"> <li>• Prepare and contribute to regular reports on project activity;</li> <li>• Represent the project in meetings, interviews, 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 an exhaustive 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 Project Coordinator to contribute to the development of the post.</i></p>
<b>Desirable Experience</b>	<ul style="list-style-type: none"> <li>• At least two years' experience working within project management;</li> <li>• Irish language fluency (particularly important for this Donegal-based role);</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>• Excellent communication skills;</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; and</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 Essential Information</b>	<p>The successful candidate will:</p> <ul style="list-style-type: none"> <li>• Have experience in project management and delivering projects with a defined timeline and work plan.</li> <li>• Possess excellent communication, facilitation and report writing skills.</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>	<ol style="list-style-type: none"> <li><b>1. Salary</b> Salary will be commensurate with qualifications and experience.</li> <li><b>2. Duration of Contract</b> This is a full-time fixed-term contract for 48-months subject to probation and satisfactory performance.</li> <li><b>3. Probation</b> Probation period of six months will apply.</li> <li><b>4. Pension</b> Following successful completion of probation, the post holder will have the opportunity to opt into the SWMDC company pension scheme.</li> <li><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.</li> <li><b>6. Annual Leave</b> For new staff appointments, annual leave is 25 days per annum.</li> <li><b>7. Travel &amp; Subsistence</b> Travel and subsistence will be paid at public sector rates.</li> <li><b>8. Location of the position</b> County Donegal TBC</li> <li><b>9. Own Transport</b> A full driving license and access to own transport is essential.</li> </ol>
<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>FarmUpProjectOfficer_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 during this recruitment campaign.</p> <p>The closing date for applications for this role is <b>5pm on Monday 21<sup>st</sup> 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



Co-funded by  
the European Union



**FARM Up**