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**Job Description - Development Officer**

SECAD Partnership is seeking to recruit a **Development Officer** to work primarily within our LEADER Rural Development team for the delivery of the LEADER Local Development Strategy in West Cork. The Local Development Strategy focuses on three main themes: Economic Development and Job Creation; Social Inclusion and Rural Infrastructure; Sustainable Development of the Rural Environment and Climate Change Mitigation and Adaptation.

The Development Officer will provide a range of supports to individuals, businesses and communities including but not limited to;

* Delivering on the themes, objectives and actions of the LEADER Local Development Strategy
* Supporting community applicants from across the geographic area seeking funding through SECAD’s various funding programmes (primarily focusing on West Cork)
* Supporting business applicants primarily seeking funding through the LEADER rural development programme
* Developing and supporting the delivery of SECAD led projects eg. training, technical support, networking and cooperation actions
* Supporting clients of various programmes in areas such as business planning and skills development

**Key Duties**

The successful candidate will;

* Support project applicants and all relevant stakeholders with project pre-development support, project application, project delivery and project claims ie. external applicants/SECAD led projects/co-operation projects etc in line with the Local Development Strategy
* Prepare all project documentation in line with LEADER Operating Rules, LEADER Article 48 requirements for project application and claims via the online CRM
* Meet reporting deadlines and funding requirements, through financial and administration CRM systems in compliance with the related funding programmes, rules etc
* Prepare and present descriptive reports for projects evaluation to SECAD Evaluation Committees, LCDC, LAG etc
* Prepare budget data for analysis for relevant programmes
* Liaise on a routine basis with representatives of the Department of Rural and Community Development, Pobal, Cork County Council and its Liaison Officers on matters associated with projects to include relevant agencies, networks, and collaborations
* Prepare timely quantitative and qualitative reports on the progress of programme(s) delivery to relevant funding bodies where and when appropriate
* Support and promote rural development and social inclusion generally across the organisation
* Design and lead SECAD’s in-house projects in line with the LDS and any needs identified in line with the bottom-up approach
* Provide general advice and information on the company and its programmes to individuals and community groups and where appropriate, refer such clients to other relevant support services / programmes as administered by the company
* Participate in both internal and external working groups, management groups, committees, teams, networks etc that are relevant to supporting SECAD’s work
* Work with colleagues across the organisation in the delivery of complementary programmes, projects and initiatives
* Oversee the implementation of individual actions as assigned by SECAD’s CEO and management team

This list of duties is not exhaustive and may be amended in order that all role duties are fulfilled.

**Competencies**

The successful candidate will:

* Have relevant qualifications and / or equivalent experience
* Have a good understanding of the principles of rural development / social inclusion
* Have knowledge and experience in rural and community development and have capacity to enable and encourage innovation, addressing challenges in a creative and supportive way
* Be able to demonstrate good liaison skills across multiple stakeholders
* Have experience in managing projects to deadlines including activity / project reporting, financial evaluation etc using advanced MS Office/IT skills
* Have excellent communication and interpersonal skills
* Be a flexible, motivated, self-starter who can communicate effectively
* Be capable of working independently or as part of a team
* Be able to demonstrate creative thinking and problem solving abilities
* Have a proven capacity in the use of online monitoring and reporting systems, ideally specific to public funding programmes
* Have a good knowledge of Data Protection requirements
* Have strong administration, analytical and organisational skills
* Have the ability to manage a diverse workload, work on own initiative with good time management skills

**Terms & Conditions**

* 35 hour week with flexibility required, including occasional evenings
* Reporting to a designated SECAD Programme Manager
* A probationary period of six months will apply
* Fixed Term contract of two years, which may be reviewed/extended subject to continued availability of funding
* Salary based on Development Officer scale and dependent on relevant experience
* Travel will be required throughout the geographic area of programme delivery and occasionally to other parts of Ireland. SECAD’s main office is in Midleton.
* Full and clean driver’s licence is required with own means of transport

**Submitting your application**

Applicants should submit their CV as well as a letter of application outlining suitability for the role to Mr. Ryan Howard, Chief Executive Officer. Email [recruitment@secad.ie](mailto:recruitment@secad.ie)

**Closing Date: 12 noon on Monday August 18th 2025**

*Shortlisted candidates will be contacted and MUST be available for interview during the week of August 25th 2025. Interviews will take place at SECAD’s office in Midleton, Co. Cork. Online interviews can be accommodated.*

**SECAD Partnership may recruit for other similar future roles through this recruitment process. A panel may be formed.**

*SECAD Partnership is an Equal Opportunities Employer*

**About SECAD Partnership**

SECAD Partnership CLG (SECAD) is a Local Development Company established in 1995. Our main office is located in Midleton, Co. Cork. SECAD’s main development objective is to promote and enable sustainable development through our Rural Development and Social Inclusion programmes. SECAD has a voluntary Board of Directors and a staff team of c. 50 people.

SECAD works with individuals, community and voluntary groups, business, academia and other stakeholders to create a more vibrant, sustainable and inclusive society. SECAD manages a wide range of funds and services including social investment and employment support programmes, implemented on behalf of various Government Departments, State Bodies, the European Commission and the private sector. SECAD currently delivers a number of major programmes along with other smaller schemes and initiatives.

SECAD is delivering the Social Inclusion Community Activation Programme (SICAP 2024-2028) throughout South Cork including the Muscrai Gaeltacht. SECAD is an implementing partner for LEADER 2023-2027 on behalf of the South Cork and West Cork LCDC's. SECAD has vast experience in administering Irish government and European funds, as well as transnational co-operation projects including LEADER / Rural Development Programmes, Social Inclusion Programmes, the Local Area Employment Service (LAES), Rural Social Scheme and Tús (Employment Schemes), INTERREG, Intelligent Energy Europe, Erasmus + and the Programme for Employability Inclusion and Learning (gender equality). SECAD was recently approved funding for WorkAbility (ESF+ 2021-2027) and the Asylum Migration and Integration Fund.

Wild Work is a SECAD initiative with a social ethos. Wild Work supports employment activation, educates and raises awareness of nature and biodiversity and benefits society as a whole. To read more about Wild Work see [www.wildwork.ie](http://www.wildwork.ie/)

As a Grant Making Organisation (GMO), SECAD manages community benefit funds throughout Ireland on behalf of various sustainable energy developers, infrastructure providers and others. A key area of expertise is community engagement - developing positive, effective links with communities, supporting them to access and maximise funding and services.

For more information on SECAD see [www.secad.ie](http://www.secad.ie/) 

For information on LEADER see <https://capnetworkireland.eu/leader/>



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