



government supporting communities



Human Resources Pobal Job Description
Social Inclusion and Employment Directorate
EU Funds PDU – Development Coordinator - Grade 3
Role Code – G3006

About Pobal

Pobal works on behalf of Government, and in conjunction with communities and local agencies, to support social inclusion and local and community development. We do this by managing funding and providing support for programmes in the areas of Social Inclusion and Equality, Inclusive Employment and Enterprise, and Early Learning and Care.

Pobal is an Equal Opportunities Employer and welcomes suitably qualified applicants from all sections of society. Further information on how Pobal promotes Equality, Diversity & Inclusion (EDI) throughout our workplace for our staff can be found via this link. [Equality, Diversity & Inclusion Statement](#)

About Social Inclusion and Employment Directorate

The Social Inclusion and Employment Directorate delivers high quality programme supports and grant management services. We are expert leaders in programme and funding management and the delivery of excellent and continuously improving services that meet the needs and expectations of our customers, users and partners. Through our services and supports we work to equip our partners to meet programme requirements and deliver programme outcomes and impacts.

Job Description and Person Specification

Role	SI&E PDU: EU Funds – Development Co-Ordinator
Directorate	Social Inclusion and Employment
Unit	EU Funds
Grade	3
Reporting to	Unit Manager

Background & Unit Description

The EU Programme Delivery Unit (PDU) will lead the operational delivery of EU programmes from the beginning to the end of each programme lifecycle. The EU PDU will contain several programmes, grouped together thematically where possible.

The EU Unit is made up of Manager(s), Coordinators, Administrators and Support Officers with the skillsets and knowledge relevant to the EU Unit's remit. Its function is to deliver a range of supports and services to organisations on behalf of the EU, Government Departments and Pobal.

All PDUs will work together in developing and applying common methods and templates to standardise processes and procedures across the PDUs and will actively collaborate with other SIE Units and Pobal Directorates to deliver on their remit and functions and to input on other relevant programme work that is led out by other Directorates. The PDUs will be committed to continuous service improvement and promoting service excellence.

Role Purpose

The EU Programmes Team's role is pivotal in ensuring programme targets are met, and that each programme meets its aims and purpose. Through its direct delivery, the EU Programme Team provides supports and advice to enable organisations on the Island of Ireland to maximise their benefit from EU Funding. In its unique role, the EU Programmes team is responsive to the individual and community needs being addressed by organisations, within the limitations of each programme, and provides the mechanisms for feedback and learning for Pobal and EU funders/ Managing Authorities.

There may be a requirement for the team members to be agile and assist in supporting other areas of Social Inclusion and Employment. This may mean supporting other teams, for a time, where business needs dictate and as directed by the Management Team.

The responsibilities of the Development Coordinator outlined in this job description should not be regarded as comprehensive in scope and may be added to or altered as required, in line with business requirements.

The Development Coordinator supports the delivery of high-quality case management through the contract management life cycle, contract management, capacity building and general supports in innovation and business development that ensure the programme's resources and requirements are appropriately targeted and supported to deliver programme objectives and expected outcomes.

Role Requirements

Role Requirement 1

Programme Management, Planning and Implementation

- Deliver commitments in the Programmes of Work as agreed with funders, from initial scoping to project closure, in a consistent, well understood, and transparent manner.
- Manage assigned programmes including delivery of Programmes of work, operational planning and delivery management, ongoing reporting against outcomes and indicators, risk management, programme review and ongoing development.
- Lead the operational design ensuring all materials, documents and systems are in line with the programme specification and/or Programme of Work.
- Develop and manage a robust case management system to track the progress and outcomes of the programme.
- Maintain proactive, targeted and effective tools, services and supports (including financial supports in conjunction with the finance unit). Such tool and services should facilitate the delivery of effective projects and best practice.
- Report on programme progress
- Coordinate and design approaches that address implementation risks, issues and opportunities.
- Provide advice and information on operation and case management issues to other part of Pobal and/or the sponsoring Department when required.
- Support the Manager with appropriate resource allocation across programmes and manage prioritisation of work streams as and when necessary.
- Agree appropriate communications strategies in collaboration with the Pobal Communications Directorate and other Managing Authorities/ stakeholders.

- Implement, develop, and deliver communications to enable organisations to access EU programmes and deliver successful projects adhering to the EU Communications regulations for each programme.

Role Requirement 2

Application, Appraisal, Case and Contract/ Case Management

- Design and produce application materials translating programme information into clear, succinct formats using the principles of plain English, ensuring adherence to the EU programme regulations and that requested information is aligned with the appraisal/ assessment and monitoring framework requirements.
- Create and deliver a variety of pre-application support information and events.
- Design and agree appraisal/ assessment processes in line with the criteria of the programme.
- Carry out assessments/ appraisals on applications ensuring a robust and proportionate assessment and that funds are targeted in line with the programme design and programmes of work.
- Coordinate the review process when required and carry out reviews on completed appraisals.
- Coordinate and take responsibility for drafting project contracts translating conditions and details emanating from the appraisal process into individual contracts/ Letters of Offer.
- Coordinate and take responsibility for managing contract changes within a portfolio of assigned projects.
- Coordinate the translation and implementation of Simplified Cost Options (SCOs) and associated monitoring and milestone frameworks as appropriate.
- Carry out verifications of SCOs and sign off on progress reports including evidence of milestones as agreed in the Letter of Offer/ Contract.
- Manage and carry out appeals in line with the agreed appeals process.
- Coordinate the development of clear and focused case management and support strategies to include post application/ new entrant induction and training, financial and progress report training, attaining outputs/ indicators and milestone training, EU project communications training.
- Deliver case management supports to projects under each programme according to the programme of work.
- Provide structured capacity-building and coaching programmes, including workshops, peer learning, and one-to-one mentoring sessions to existing grantees where required in the POW.
- Support the integration of new technologies and innovative practices that improve operational efficiency and social impact.
- Maintain and grow a culture of continuous learning and improvement in the team ensuring that the service model applied is adaptable and meets changing requirements and contexts.
- Take ownership of the escalation and categorisation process that is in place and proactively manage to ensure excellence in project management.

Role Requirement 3

People Management

- Manage assigned staff, ensuring they are equipped with a clear understanding of requirements and expectations; are developed, supported, performance managed and valued as Pobal employees and as representatives of Pobal.

- Lead with an agile mind-set, focused on problem solving through creative solutions, and thrive in a fast paced, high growth environment.
- Ensure good individual and team management structures are in place to support performance/staff management and development (1-2-1's, PEP's, Talentevo, Pobaltime, Blended Working Policy, Flexi time and all other relevant HR policies)
- Ensure that all staff adhere to all standards and procedures.
- Delegate work and ensure effective relationships in a team-working context.
- Work in collaboration with unit manager to ensure the correct team resources are in the right place, at the right time.

Role Requirement 4

Stakeholder Management

- Establish and manage key internal relationships to ensure the necessary structures and agreements are in place with relevant business units and directorates as appropriate, and their managers.
- Develop and manage effective relationships with external stakeholder, Departments and with key organisations to ensure coordination of supports to services and building trust and accountability within these connections.
- Collaborate and contribute to the development of Tender Specifications if required.
- Liaise with external partners and/or delivery agents and oversee the day-to-day delivery of any outsourced work deliverables.

Required Experience

- Minimum of 5 years of professional work experience, preferably with knowledge or a background in the community and voluntary sector and EU programmes.
- Subject matter knowledge and/or experience of either of the current EU Unit programmes: (currently-peace and reconciliation, climate action/ change, labour market activation.)
- Experience of managing projects from inception to completion, with an ability to prioritise and synthesise information in an analytical and systematic manner.
- Excellent communication, organisational, and interpersonal skills.
- Ability to work collaboratively with diverse stakeholders.
- Experience of operating consistently in a changing environment at an optimal level.
- Highly Proficient in use of MS packages e.g. Word, Excel, Outlook, Project, PowerPoint; Microsoft Dynamics CRM; SharePoint applications and portals.

Qualifications

- Relevant Third Level qualification (e.g., Degree) or equivalent is desirable.
- Drivers licence & provision of car for business purposes is desirable.

Pobal Core Competencies - Grade 3

GRADE 3 COMPETENCIES	EFFECTIVE PERFORMANCE INDICATORS
 Delivery of Results	<p>Assumes personal responsibility for and delivers on agreed objectives/ goals</p> <p>Manages and progresses multiple projects and work activities successfully</p> <p>Accurately estimates time parameters for projects and manages own time efficiently, anticipating obstacles and making contingencies for overcoming these</p> <p>Service excellence, instilling genuine commitment to meeting the need of each customer and appreciating the customer and their feedback as a valuable resource</p> <p>Ensures all outputs are delivered to a high standard and in an efficient manner</p> <p>Use resources effectively, at all times challenging processes to improve efficiencies</p> <p>Challenges poor results or failure to achieve acceptable performance standards</p>
 Interpersonal and Communication Skills	<p>Communicates in a fluent, logical, clear and convincing manner verbally and in writing</p> <p>Is able to listen effectively and develop a two-way dialogue quickly</p> <p>Maintains a strong focus on meeting the needs of internal and external customers & stakeholders</p> <p>Effectively influences others to take action</p> <p>Works to establish mutual understanding to allow for collaborative working</p> <p>Ensures that important team, department and organisational information is shared with employees and others as appropriate</p>
 Analysis and Decision Making	<p>Is skilled in policy analysis and development, challenging the established wisdom and adopting an open-minded approach</p> <p>Quickly gets up to speed in a complex situation, rapidly absorbing all relevant information/data (written and oral)</p> <p>Uses numerical data skillfully to understand and evaluate business issues</p> <p>Identifies key themes and patterns in and across different sources of information, drawing sound and balanced conclusions</p> <p>Sees the logical implications of taking a particular position on an issue</p> <p>Is resourceful and creative, generating original approaches when solving problems and making decisions</p>
 People Management	<p>Consults and encourages the full engagement of the team, encouraging open and constructive discussions around work issues</p> <p>Gets the best out of individuals and the team, encouraging good performance and addressing any performance issues that may arise</p> <p>Values and supports the development of others and the team</p> <p>Encourages and supports new and more effective ways of working</p> <p>Deals with tensions within the team in a constructive fashion</p> <p>Encourages, listens to and acts on feedback from the team to make improvements</p> <p>Actively shares information, knowledge and expertise to help the team to meet its objectives</p>
 Specialist Knowledge, Expertise and Self Development	<p>Clearly understands the role, objectives and targets and how they fit into the work of the unit and Organisation.</p> <p>Develops the expertise necessary to carry out the role to a high standard and shares this with others</p> <p>Is proactive in keeping up to date on issues and key developments that may impact on own area and organisation</p> <p>Consistently reviews own performance self development and sets oneself challenging goals and targets</p>
 Drive and Commitment to Pobal's Values	<p>Consistently strives to perform at a high level</p> <p>Maintains consistent effort under pressure and is resilient to criticism or setbacks at work</p> <p>Demonstrates high levels of initiative, taking ownership for projects and demonstrating self sufficiency</p> <p>Is personally trustworthy and can be relied upon</p> <p>Upholds the highest standards of honesty, ethics and integrity</p>

Terms & Conditions of Employment

Salary	Grade 3 salary scale (€58,848 - €74,112)
Contract Type	Fixed Term Contract until June 30 th 2027, subject to continuing Government funding
Probation	A probationary period of six months will apply.
Pension	Defined contribution pension scheme
Annual Leave	26 working days, exclusive of public holidays
Travel & Subsistence	Travel and subsistence will be paid at public sector rates
Location	The role can be located in any Pobal office
Blended Working Policy	Pobal can offer combination of office based and remote working either from home or a pre-approved business hub on the island of Ireland

Selection Process

A shortlisting exercise will be employed. Eligible applications will be shortlisted according to how well the experience and skills as described by applicants match the needs of Pobal for this post. Those candidates whose applications, in the opinion of the review panel, appear best suited to the position will be short-listed for interview.

Deadline for application: August 27th, 2025

Applications will not be accepted after the closing date



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