

Rural Development Officer

LEADER Programme



Supporting growth and opportunity

Job Description

Job Role

The primary role is to animate the Rural Development Programme (RDP) within Co Monaghan and to support and build the capacity of rural communities and enterprises within this area to develop innovative projects. This role will require a proactive approach working across all themes and sub-themes of the LEADER Programme 2023-2027. The role of Rural Development Officer requires a strong innovation focus with the ability to initiate new ideas, support capacity building and assist in the development of project ideas (both socially and economically based).

Duties and Responsibilities

The list of duties and responsibilities outlined below are not intended to be exhaustive, and as such may be supplemented or amended from time to time as considered necessary.

- Animating the LEADER Local Development Strategy within the LAG territory (Co Monaghan)
- Working with project promoters in order to build their capacity to participate in the RDP and to access the benefits available.
- Working to stimulate local innovation and development of new, improved or successfully applied products, processes or services. Innovation may be technological, non-technological, social, etc.
- Undertaking preparation for evaluation of projects to the LEADER Evaluation Committee and LAG
- Working with project promoters post approval to ensure successful completion of the project.
- Managing and maintaining project promoter files (online and hard copy) and ensuring compliance with GDPR and programme requirements.
- Upon completion of the project, checking project paperwork is complete and undertaking all administrative checks as required under the Operating Rules of LEADER.
- Undertaking communication, P.R. and promotional activities concerning the RDP. This may include organising information sessions, promotional activities, public speaking etc.
- Liaising with a range of agencies to put in place integrated programmes of development to maximise benefit from the RDP and avoid duplication.
- Development and co-ordination of specific targeted training opportunities to enhance the capacity within the region. An ability to write training specifications would also be advantageous.
- Fostering an understanding of good rural development practice amongst various sectors in the area.
- Drawing up action plans around obstacles currently facing the development of such sectors.
- Acting as an identifiable contact point for Development in the LAG territory.
- Hosting conferences/workshops on a variety of rural development themes.
- Given the nature of the programme it is envisaged that the post holder will undertake a range of other duties in relation to the effective delivery of the LEADER Local Development Strategy 2023-2027.
- The role will often require working outside of normal office hours and in some instances evenings and or during weekends.

Reporting:

- Reporting in the first instance to the LEADER Programme Coordinator
- Preparing reports for the MID CEO and Board, including any sub group as required.
- Preparing reports on projects for presentation to the Independent Evaluation Committee, LCDC as the LAG and any other committee established as may be required.

Person Specification

Key Requirements for the Role:

- Third Level Degree in Rural or Community Development, Innovation or other relevant disciplines
- Relevant experience, (minimum of 3 years), i.e. Rural Development or related sector
- Experience of supporting enterprise development
- Ability to support community and voluntary groups in needs analysis / project development
- Experience of stimulating, facilitating and supporting local Innovation.
- Experience / ability to work effectively with funding agencies
- Experience / ability in local capacity building and supporting communities and enterprises
- Can demonstrate excellent inter-personal and communication skills
- Can demonstrate effective team working skills and a strong emphasis on effective project implementation.
- A sound understanding of rural development policy tools and approaches

Essential (Knowledge/Skills/Experience):

- Excellent organisational skills.
- Good communication skills, both written and oral
- Effective team working
- Effective capacity builder and Innovation animator
- Excellent ICT skills
- Full Driving License / access to a car

Remuneration:

Starting Salary on offer is €41,883 subject experience and qualifications.

Employment Terms:

The position is a full time fixed term contract up to 30th June 2027 with the possibility of further extension. The continued availability to fund this post however is subject to funding under the LEADER 2023-2027 programme for county Monaghan.

