

RURAL DEVELOPMENT OFFICER (Fixed Term Contract)

Job Function

The role of Development Officer requires a strong organisational focus with the ability to initiate new ideas, implement relevant training programmes and assist in the development of project ideas (both socially and economically based). The primary role of the Development Officer is to animate the Rural Development Programme (RDP) within the LAG territory and to build the capacity of rural dwellers within this area. This role will require the development officer to work across all themes and sub-themes of the RDP.

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 RDP within the LAG territory
- Working with project promoters in order to build their capacity to participate in the RDP and to access the benefits available.
- Undertaking the preparation for evaluation and presentation of projects to the LCDC LAG LEADER Evaluation Committee.
- Working with project promoters post approval to ensure successful completion of the project.
- Upon completion of the project, checking project paperwork is complete and undertaking an administrative check prior to the handover of the project to the administration section.
- 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.
- Conducting research into relevant areas which will animate the region further.
- 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 development practice amongst various sectors within 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 variety of 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 delivery of the programme. Cavan LEADER Local Action Group Local Development Strategy for Co. Cavan 2014-2020.
- The role will often require working outside of normal office hours and in some instances during weekends.

The above duties will/may be delivered under the supervision or guidance of the Senior Rural Development Officer and/or the Rural Development Manager.



Reporting:

- Reporting in the first instance to the Rural Development Manager then the CEO and the Board including any sub group.
- Preparing reports and reporting on projects to the LCDC as LAG and the Evaluation Committee established by it as may be required.

Person Specification

Principal Qualifications & Experience:

- Third Level Qualification in Local Government, Rural Development, Sustainable Development, Agriculture or other relevant discipline.
- 1 + Years Relevant experience

Essential (Knowledge/Skills/Experience):

- Excellent organisational skills.
- Good communication skills, both written and oral.
- Ability to work as part of a team.
- Good administrative skills
- Excellent ICT Skills
- Full Driving Licence

Desirable (Skills/Ability/Experience):

- Experience of dealing with private sector, community and voluntary organisations.
- Experience of dealing with funding agencies.

Remuneration:

- Within the range of the Pobal scale for Project Workers. Starting Salary Commensurate with Experience within the Range: €32,182 - €34,527 per annum.

Contract Duration:

The position is being offered on a fixed term contract until the 31st December 2020. There is no guarantee of a renewable contract after the 31st December, 2020. The ability to fund this post is subject to available funding under the Rural Development Programme (LEADER) 2014 – 2020 for county Cavan.

