

## SENIOR RURAL DEVELOPMENT OFFICER

### Job Function

The role of a Senior Rural 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.

## 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 the LAG and the Evaluation Committee established by it as may be required.

## Person Specification

### *Principal Qualifications & Experience:*

- Third Level Degree in Rural Development, Sustainable Development, Agriculture, Local Government or other relevant discipline.
- 3 + Years Relevant experience at a minimum however depending on the number of applications received shortlisting may apply in favour of candidates with the greatest level of experience with LEADER Programmes.
- Experience of dealing with private sector, community and voluntary organisations.
- Experience of dealing with funding agencies.

### *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

## Remuneration:

- Within the range of the Pobal scale for Project Workers. Starting Salary: €42,311 - €46,081 per annum commensurate with experience

## Employment Terms:

This position is being offered on a permanent full time basis. The continued availability to fund this post however is subject to funding under the Rural Development Programme (LEADER) 2014 – 2020 for county Cavan and any successor programme that may arise. While this position is offered on a permanent full time basis there may be scope to offer the position as a secondment depending on the candidate's current employer suitability and the candidate's secondment suitability for Breffni Integrated CLG.

