



## MONAGHAN INTEGRATED DEVELOPMENT

### JOB DESCRIPTION

- Job Title:** Innovating Communities Network Admin Coordinator
- Part-time 21 hour week, Fixed term Contract - 2 Years
- Location:** County Monaghan, the position may involve travel to other partner areas
- Responsible to:** LEADER Team Leader
- Job Role:** The ICP Network Admin Coordinator (NAC) will provide the administrative and secretarial support required to support the implementation of the Innovating Communities Cooperation Project. The project lead is Monaghan Integrated Development CLG. The successful applicant should display evidence of capacity in a wide range of the following areas:

#### Administrative and Coordinating Duties:

- Support Monaghan Integrated Development, and its partners\* in coordinating the Innovation Communities Cooperation project to deliver all aspects of the project including:
  - Liaising between all partners in ensuring that the training targets and objectives set out in the Innovation Communities Cooperation project are met
  - Liaising between the project partners and main training contractor to ensure the effective delivery of the project are met
  - Each partner will appoint a link person to support the recruitment of participants onto the training courses, the NAC will work closely with these link persons to ensure all the necessary administrative and reporting process are in place.
  - The NAC work closely with the main training contractor to ensure the smooth delivery of training at local level
  - The NAC will be responsible for producing progress reports on the implementation of the ICP, these will include number of individuals trained, financial reports, and monthly, quarterly forecasts. They will contribute to the final evaluation progress report.
  - The NAC will take a lead in problem solving local delivery issues ensuring maximum attendance of participants on courses. They will work closely with the local link person in meeting this objective.
  - The NAC will provide administrative/clerical support as required including the taking of minutes, setting up meetings, and following up an agreed actions from meetings.
  - Responsible for recharging of all shared costs and associated documentation to all partners and uploading of relevant claims on the LEADER IT System.
  - Carry out such duties as requested as they relate to the post.

**The Person:** The NAC will be a highly motivated self-starter, be solution focused and have the requisite ICT and communication skills required to ensure the successful implementation of the Innovating Communities Programme.

**Experience and Qualifications:** The NCA will come from an administrative background, where they will have skills in commercial, business, and community settings. A level 7 NQF will be required in the areas of business administration, finance, project planning.

**\*Note project partners include:**

**Cavan Integrated Local Development, Sligo LEADER Partnership, Louth LEADER Partnership, Leitrim Local Development, Donegal Local Development**

**This post is funded by the Irish Government under the Rural Development Programme 2014-2020**

### Person Specification

***The person appointed will possess:***

- A good working knowledge of Microsoft Office (Database, Spreadsheets, Word)
- A good standard of education, and / or relevant professional qualification
- Excellent inter-personal and communication skills and ability to develop professional relationships
- Can demonstrate a high level of attention to detail
- Be proficient at record keeping, minute taking and project management and filing
- Possess the ability to work on their own initiative;
- Can work effectively in a team oriented environment with a strong emphasis on quality service and effective project implementation.
- Have a strong desire to develop professionally in this very rewarding and fulfilling sector

**Starting salary will reflect qualifications and experience within a range of €34,000 - € 40,000 pro rata**