



Job Description
Development Officer

Job Title	Development Officer
Reporting to:	Designated line manager(s) (Rural Development and Social Inclusion)
Employer	SECAD Partnership CLG
Main Purpose of Role	<p>The SECAD Development Officer will provide a range of supports to clients including but not exclusive to;</p> <ul style="list-style-type: none"> a) Supporting community and business sectors across the geographic area – the Development Officer having specific knowledge of rural development and social inclusion supports, as well as strong awareness of the needs and challenges of specific target groups and sectors b) Supporting community and business applicants seeking funding through various programmes c) Supporting a range of networking and cooperation actions d) Supporting clients of various programmes in areas such as business planning and skills development
Salary	<ul style="list-style-type: none"> • In line with Pobal salary scale
Conditions of Work	<ul style="list-style-type: none"> • The Development Officer will be required to work 35 hours a week with flexibility required • A probationary period of at least six months will apply • This is a Fixed Term contract of twelve months, which may be reviewed/extended subject to continual funding • SECAD’s main office base is Midleton (County Cork) but flexibility may be available • Travel will be required
Main Duties	<p>The successful candidate will;</p> <ul style="list-style-type: none"> • Support projects and all relevant stakeholders to include external applicants/SECAD led projects/co-operation etc. Meeting deadlines, complying with funding requirements, ensuring caseload management through financial and administration CRM systems in compliance with the related funding programmes rules etc will be essential. • Implement Co-operation projects/SECAD led projects in development and underway • Support applicants for various SECAD Skills Development Programmes eg. Start Your Own Business, to access training and assess their position regarding access to BTWEA type support

	<ul style="list-style-type: none"> • Prepare descriptive reports and evaluation updates on projects for presentation and consideration by SECAD Evaluation Committees, LCDC etc • Support and promote rural development and social inclusion generally across the organisation • Prepare budget data for analysis for relevant programmes • Liaise on a routine basis with representatives of the Department of Rural and Community Development, Pobal, Cork County Council and its Liaison Officers on matters associated with projects to include relevant agencies, networks, and collaborations • Prepare timely and qualitative reports on the progress of programme(s) delivery to relevant funding bodies where and when appropriate • Oversee the implementation of individual actions as assigned by SECAD management • Provide general advice and information on the company and its programmes to individuals and community groups and where appropriate, refer such clients to other relevant support services / programmes as administered by the company • Participate in both internal and external working groups, management groups, committees, teams, networks etc. which are relevant to supporting SECAD's work • This list of job duties is not exhaustive and may be amended in order that all role duties are fulfilled.
Core and Essential Competencies	<ul style="list-style-type: none"> • Knowledge and experience in promoting innovative community development; You will be required to demonstrate a detailed knowledge and experience of working in the area of rural /social /economic development, and your capacity to enable and encourage innovation addressing challenges in a creative and supportive manner • Liaison Skills; You will be required to demonstrate developed, effective, and efficient liaison skills across multiple stakeholders. You will be a strong influencer, motivator and inspire trust with all involved • Project Management Skills; You will have experience in managing projects to deadlines including stakeholder reporting covering, activity and financial evaluation, providing project plans, using advanced MS Office/IT skills. • Interpersonal Skills; You will be required to be a flexible, motivated, self-starter who can communicate effectively and have good financial, listening and administration skills. You will be capable of working independently or as part of a team • Creative thinking and problem solving abilities • Leadership; You will be able to demonstrate people management experience against measured performance objectives. You will have experience of leading/managing

	<p>successful outcome ended projects arising out of matured community and organisational relationships</p> <ul style="list-style-type: none"> • Communication; You will have experience of forming good working relationships with organisations and communities, combined with excellent communication and listening skills. You will be confidential and have excellent verbal and written abilities • 'Other'; You must have developed financial/commercial acumen skills in a working environment. You must hold a clean, current driving license. Relevant Qualification(s)
Relevant Qualifications/ Experience	Third level Community/Rural/Business/Sustainable Development/Other qualification and/or relevant equivalent experience

How to Apply

Applicants should submit their CV as well as a letter of application outlining suitability for the role to Mr. Ryan Howard, Chief Executive Officer at info@secad.ie

Closing Date: 5pm Wednesday 28th April 2021.

Applicants will be shortlisted for interview. Candidates selected for interview will be notified during the Week of 4th May 2021. Candidates must be available for interview during the week of 10th May 2021. All interviews will be conducted via Zoom.

SECAD may recruit for one or more full/part-time staff through this recruitment process.

About SECAD

SECAD Partnership CLG was established in 1995 and provides a range of rural development, social inclusion and business supports and services throughout Ireland. SECAD works with individuals, community and voluntary groups, business, academia and other stakeholders to create a more vibrant, sustainable and inclusive society.

SECAD manages a wide range of funds and services including social investment and employment support programmes, implemented on behalf of various Government Departments, State Bodies, the European Commission and the private sector. SECAD currently delivers a number of major programmes along with other smaller schemes and initiatives.

SECAD is an implementing partner for LEADER 2014-2020 on behalf of the South Cork and West Cork LCDC's. SECAD delivers the Social Inclusion Community

Activation Programme (SICAP) throughout South Cork. Through the Programme for Employability, Inclusion and Learning (PEIL 2014-2020), SECAD delivers two ESF funded gender equality programmes focusing on female entrepreneurship and female employability. SECAD is also delivering an Ability project through PEIL.

Wild Work is a SECAD initiative with a social ethos. Wild Work supports employment activation, educates and raises awareness of nature and biodiversity and benefits society as a whole. To read more about Wild Work see www.wildwork.ie

As a Grant Making Organisation (GMO), SECAD manages community benefit funds on behalf of various funders. This involves the management of the entire grant process, from application through to project completion and final claim. SECAD ensures that the funder has up to date reports on fund activity and impact. In addition, SECAD also provides capacity building and training programmes for communities, tailored to the needs of the community involved.

For more information on SECAD see www.secad.ie



*LEADER 2014-2020 is funded through the European Agricultural Fund for Rural Development-Europe
Investing in Rural Areas*

*The Social Inclusion and Community Activation Programme (SICAP) 2018 – 2022 is funded by the
Irish Government through the Department of Rural and Community Development and co-funded by
the European Social Fund under the Programme for Employability, Inclusion and Learning (PEIL)
2014 – 2020.*