**CWP Rural Development Officer**

**Job Description**

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**Post:** Rural Development Officer

**Reporting to:** LEADER Coordinator

**Job Purpose**

The Rural Development Officer will work on the animation and implementation of the Local Development Strategy (LDS) for the delivery of the LEADER/ Rural Development Programme 2023-2027. While the role involves working across all themes of the programme where required, particular emphasis is to be placed on the areas of green economy, environment, climate action and youth.

**Major Areas of Responsibility**

1. Deliver an effective community engagement and animation strategy
2. Strategic management of a project portfolio
3. Ensure up to date understanding of the LEADER/Rural Development Programme Operating Rules and all amendments

**Principal Responsibilities:**

* Inform, advise and assist communities and issue groups to avail of opportunities for development through RDP funding and in accordance with the Wicklow Local Development Strategy (LDS)
* Inform, advise and assist private individuals/applicants to establish or expand businesses in rural areas through RDP funding and in accordance with the Wicklow Local Development Strategy (LDS)
* Inform, advise and assist community and private applicants to develop green economy, environment and climate action projects through RDP funding and in accordance with the Wicklow Local Development Strategy (LDS)
* Contribute to the ongoing development of the Local Development Strategy including where appropriate the development of interventions in specific areas e.g. green economy, environment, climate action, youth etc.
* Provide advice and support to members of community organisations and small businesses relating to skills acquisition for planning and project development.
* Assess, prepare and evaluate project proposals to the Rural Development Programme (LEADER) and make recommendations on same to the Evaluation Committee.
* Present projects at the Evaluation Committee meetings and ensure that all information required on the projects is prepared for those meetings.
* Present projects to Wicklow Local Community Development Committee and ensure that all information required on the projects is prepared for those meetings.
* Prepare files and input information to ICT System for Administrative checks.
* Take responsibility for administration attached to all stages of project funding – from application to approval to payment and any post payment follow-up.
* Monitor and review progress and compliance with terms and conditions of projects that have been approved for funding from the Rural Development Programme (LEADER).
* Liaise with Department Officials in relation to specific project queries and audits and work with the RDP Project Team in formulating responses to Department requests for information.
* Assist in the development of programme policies and procedures relevant to the work
* Assist in the development of inter-territorial and / or transnational projects with European partners where required.
* Share responsibility with other company staff for the promotion of the RDP by a variety of means including CWP website and social media and various local and national media.
* Represent the company on local or county committees and attend and/or present at meetings, trade fairs or other events on behalf of the company as requested by the LEADER Programme Coordinator.
* Identify opportunities for cross collaboration with other company programmes.
* Contribute to the development of any company policies and procedures relevant to the work
* Participate in training pertinent to the post and company
* Complement activities of other staff and work as part of the overall company staff team.
* Participate in RDP team meetings and lead out on specific team initiatives where appropriate
* Report to the LEADER Programme Coordinator on all matters relating to the work of the company and provide weekly and monthly reports to the LEADER Programme Coordinator as required.

**General**

Undertake any other duties as may be required from time to time by the LEADER Programme Coordinator or CEO in pursuance of the specific aims and objectives of the organisation.

**PERSONAL SPECIFICATION FOR THE POST OF RURAL DEVELOPMENT OFFICER**

**Skills and Abilities**

* Facilitation, training and consultation skills
* Communication skills – written and oral
* Presentation Skills
* Organisational skills
* Networking / liaison skills
* Teamwork
* Problem solving skills
* Ability to work on own initiative
* Administration skills
* IT competence
* Social media skills
* Strategic planning / business planning
* Managing time / deadlines

**Experience and Knowledge**

* At least three years rural development experience – ideally with experience of community development, enterprise development and environmental initiatives
* A proven track record in working with community groups and / or business
* A good understanding of rural development and the issues facing rural dwellers
* A proven track record of adopting a strategic approach to local development
* Knowledge of the policy context of the RDP
* Experience of working with state bodies
* Familiarity with the local development infrastructure in Co. Wicklow desirable

**Education and Training**

* A diploma or degree in a relevant discipline
* Training relevant to the post.
* Willing to engage in further training / professional development

**Personal Qualities**

* Professional, dynamic, enthusiastic, flexible, approachable, team oriented and consultative
* Positive attitude
* A self-starter able to work on their own initiative

**Other**

* Commitment to rural development and social inclusion.
* Use of a car for work and to have a full clean driver’s licence.
* Willing to work outside normal office hours.

**Summary of Key Terms and Conditions of Employment**

**Duration of Contract** Full time (35hrs per week) Fixed Term contract up to December, 2026 with the option of extending thereafter subject to funding.

**Location of Post** CWP Offices, 3rd Floor Avoca River House, Arklow, Co. Wicklow Y14 V277. Following successful completion of probation period may be offered hybrid working in line with CWP policy on same

**Hours of Work** 9am – 5pm Monday to Friday. It may be necessary to work outside normal office hours on occasions. CWP TOIL policy applies.

**Salary Range** Starting salary will be between €34,803 - €45,814 p/a pro rata commensurate with relevant experience and qualifications

**Annual Leave** 25 days p/a (pro-rata)

**Other** Other terms and conditions of employment will be detailed in the contract of employment.

