

CWP Rural Development Officer

Job Description



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 (LCDC) 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.