

Donegal Local Development CLG

Donegal Local
Development CLG
Forbairt Áitiúil
Dhún na nGall



Rural Development Programme (RDP) Project Officer

Donegal Local Development CLG is an integrated local development company established in 1995. We deliver a number of external funded programmes to the Donegal community.

The RDP Project Officer will play a critical and central role within Donegal Local Development CLG (DLDC) through promoting innovative and strategic rural development via the resources of the LEADER Programme as well as integrating, where possible and relevant with the resources, actions and programmes administered by the company. A key focus is to animate the rural development programme in the Donegal catchment area to support and build capacity of rural communities and enterprises and to develop innovative projects.

The successful candidate will promote the Programme through stimulating projects, drawdown of funding, ensuring caseload management with financial and administration in compliance with the Rural Development Programme Ireland 2023– 2027 Operating Rules.

- The Project Officer will be required to work 35 hours per week
- A probationary period of at least six months will apply, and performance will be reviewed on an ongoing basis.
- This is a two-year Fixed Term contract until 31/12/2025, and may cease/continue after this date, dependent on funding.
- Main base will be Letterkenny.

To apply for the position, **please submit by email, a Letter of Application together with current Curriculum Vitae and clearly outline how you meet the criteria to: HR Department at: vacancies@dldc.org**

The closing date for receipt of Applications is **12 noon, Monday 27th November 2023** and no application will be accepted post deadline. Interviews are likely to take place on **Thursday 30th November 2023**.

Job Descriptions are available from vacancies@dldc.org and also on DLDC website www.dldc.org

We reserve the right to enhance the shortlisting criteria. A panel may be formed from which similar vacancies may be filled.

*Donegal Local Development CLG is committed to a Policy of Equal Opportunity.
Canvassing will disqualify.*



Rialtas
na hÉireann
Government
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Project Ireland
2040

Ár dTodhchaí
Tuaithe
Our Rural
Future



'The European Agricultural Fund
for Rural Development: Europe
investing in rural areas'.

Funded by the Department of Rural
& Community Development

JOB DESCRIPTION

Job Title:	Rural Development Project Officer (LEADER)
Reporting To:	Rural Development Manager
Employer:	Donegal Local Development CLG (DLDC)
Main Purpose of Role:	<p>The RDP Project Officer will play a critical and central role within Donegal Local Development CLG (DLDC) through promoting innovative and strategic rural development via the resources of the LEADER Programme as well as integrating, where possible and relevant with the resources, actions and programmes administered by the company.</p> <p>A key focus is to animate the rural development programme in the Donegal catchment area to support and build capacity of rural communities and enterprises and to develop innovative projects.</p> <p>The successful candidate will promote the Programme through stimulating projects, drawdown of funding, ensuring caseload management with financial and administration in compliance with the Rural Development Programme Ireland 2023–2027 Operating Rules.</p> <p>The role requires a strong innovation focus with the ability to initiate new ideas, implement programmes and assist in the development of project ideas.</p>
SALARY:	<ul style="list-style-type: none"> Project Officer Salary Level
Conditions of Work:	<ul style="list-style-type: none"> The Project Officer will be required to work 37.5 hours per week A probationary period of at least six months will apply, and performance will be reviewed on an ongoing basis. This is a two-year Fixed Term contract until 31/12/2025, and may cease/continue after this date, dependent on funding. Main base will be Letterkenny.
Main Duties	
1	To animate the LEADER Local development strategy within the LAG territory. The project officer will actively promote the LEADER Programme in the catchment area to maximise the impact of the programme of the catchment. They will work with project promoters to build their capacity to participate in rural development and to access available benefits.
2	To assist potential project promoters in developing rural and environmental projects including grant drawdown within the guidelines of the Rural Development Programme Ireland 2023 – 2027 Operating Rules.
3	To prepare final descriptive and evaluation reports on projects for presentation and consideration for approval by the relevant Evaluation Committees and the Local Community Development Committee (LCDC).
4	To support and promote rural development and social inclusion in the implementation of the LEADER Programme.
5	To prepare budget data for analysis and qualitative reports on progress, under the LEADER Programme.
6	To liaise on a routine basis with representatives of the Department of Rural and Community Development and its Liaison Officers on matters associated with the RDP 2023– 2027 (LEADER) Programme.
7	To prepare timely reports on the process of the Programme delivery to relevant funding bodies where and when appropriate.
8	To oversee the implementation of individual actions as assigned by management within the various strands of LEADER 2023 – 2027.
9	To provide general advice and information on the company and the LEADER Programme to individuals and community groups and where appropriate, refer such clients to other relevant support services / programmes as administered by the company.

10	To participate in both internal and external working groups, management groups, committees, teams, networks etc. which are relevant to the RDP 2023–2027 and the development of the company.
11	To liaise with relevant agencies, groups, networks and in particular, other Partnerships.
12	To link closely with other officers and staff within the company to ensure maximum effectiveness in the implementation of the LEADER Programme.
13	This list is not exhaustive and may be amended in order that all role requirements are fulfilled.
Core Competencies	
Essential	
1	<p>Knowledge of Innovative Rural/ Economic Development</p> <ul style="list-style-type: none"> You must clearly demonstrate a minimum of 3 years' relevant experience of working in the area of rural and/or economic development, in a manner similar to the RDP programme. OR A relevant third level qualification in relation to rural and/or economic development with some experience in rural development or supporting enterprise development.
2	<p>Interpersonal & Liaison Skills</p> <ul style="list-style-type: none"> You must clearly demonstrate experience of liaising effectively and efficiently with groups and agencies active in promoting rural development. You will have work experience liaising with both individual project promoters as well as community groups in formulating and developing project plans as well as supporting and promoting the rural and/or economic programmes in the wider media.
3	<p>Project Management Skills</p> <ul style="list-style-type: none"> You will have experience in producing timely and relevant reports of both an activity and financial nature for Evaluation Committees, Boards and other groups of a similar nature to DLDC. You must demonstrate clearly your work experience in project management. A good working knowledge of the standard family of business related software and IT packages is essential.
4	<p>Motivational Skills</p> <p>The Officer will be required to be a flexible, motivated, self-starter who can inspire oneself and others to succeed.</p>
5	<p>Communication</p> <ul style="list-style-type: none"> You will have demonstrable experience of forming good working relationships with organisations and communities, combined with excellent communication and listening skills. You will be confidential by nature with excellent verbal and written abilities.
6	<p>'Other'</p> <ul style="list-style-type: none"> You must have developed financial/commercial acumen skills in a working environment. You will have good analysis and decision-making abilities. You must hold a clean, current driving license.
Core Competencies	
Desirable	
<ul style="list-style-type: none"> Project Officer experience in the community sector. LEADER work experience. External experience on community based committees/boards et al. 	
<p>DLDC reserve the right to enhance criteria, dependant on response to the advertisement. A panel may be formed from this recruitment process.</p>	