



**Dublin Rural  
LEADER**  
Growth, Sustainability & Inclusion



**Rural Development Officer – LEADER Programme  
FINGAL LEADER PARTNERSHIP CLG**

<b>Job Title:</b>	<b>Rural Development Officer (LEADER)</b>
<b>Reporting To:</b>	LEADER Programme Coordinator
<b>Employer:</b>	Fingal LEADER Partnership CLG (FLP)
<b>Main Purpose of Role:</b>	The RDP Development Officer will play a critical and central role within Fingal LEADER Partnership CLG through promoting innovative and strategic rural development via the resources of the LEADER Programme. 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.
<b>SALARY:</b>	Pobal Pay Scale Grade 2
<b>Conditions of Work:</b>	<ul style="list-style-type: none"> <li>The Development Officer will be required to work 39 hours a week</li> <li>A probationary period of six months will apply.</li> <li>This is a Fixed Term contract until 31/03/2026, and may cease/continue after this date, dependent on funding.</li> </ul>
<b>Main Duties</b>	
<b>1</b>	To actively promote the LEADER Programme in the catchment area to maximise the impact of the programme of the catchment.
<b>2</b>	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.
<b>3</b>	To prepare final descriptive and evaluation reports on projects for presentation and consideration for approval by the relevant Evaluation Committees and the Local Action Group (LAG)
<b>4</b>	To support and promote rural development and social inclusion in the implementation of the LEADER Programme.
<b>5</b>	To Respond to queries concerning project ideas, recording details of same and providing information and follow-up, supporting grant applicants throughout the application process, including procurement.
<b>6</b>	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 (LEADER) Programme.
<b>7</b>	To Consult with the team in terms of PR and promotional activities concerning the RDP.



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	This may include organising information sessions, promotional activities, public meetings, etc.	
<b>8</b>	To oversee the implementation of individual actions as assigned by management within the various strands of the LEADER Programme.	
<b>9</b>	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.	
<b>10</b>	To Undertake administration tasks including LEADER Programme grant application procedures, processing, monitoring, and project file maintenance.	
<b>11</b>	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.	
<b>12</b>	To consult with relevant agencies, groups, networks and in particular, other Partnerships.	
<b>13</b>	To link closely with other officers and staff within the company to ensure maximum effectiveness in the implementation of the LEADER Programme.	
<b>14</b>	To undertake other duties as directed by the LEADER Programme Coordinator, CEO or Board of Management.	
Core Competencies		Essential
<b>1</b>	<b>Knowledge of Innovative Rural Development</b>	The Officer will be required to demonstrate a detailed knowledge and experience of working in rural and economic development, in a manner similar to the RDP programme.
<b>2</b>	<b>Interpersonal &amp; Liaison Skills</b>	The Officer will be required to be able to liaise effectively and efficiently with groups and agencies active in promoting rural development. The Officer will also be required to work positively with both individual project promoters as well as community groups in formulating and developing project plans as well as supporting and promoting the LEADER Programme in the wider media. The Officer will be required to function as a positive and contributing member of the wider staff team within FLP.
<b>3</b>	<b>Project Management Skills</b>	The Officer will be required to produce timely and relevant reports of both an activity and financial nature for the various Evaluation Committees, Board, and other groups within the FLP corporate structure. You must clearly demonstrate your work experience in project management. A good working knowledge of the standard suite of business-related software and IT packages are essential.
<b>4</b>	<b>Personal Skills</b>	The Officer will be required to be a flexible, motivated, initiative-taker who can communicate effectively and have good financial and administration skills.
<b>5</b>	<b>Communication</b>	You will have experience of forming good working relationships with



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		organisations and communities, combined with excellent communication, and listening skills. You will be confidential by nature with excellent verbal and written abilities.
6	'Other'	You must have developed financial/commercial acumen skills in a working environment. You must hold a clean, current driving license.
<p><b>FLP reserve the right to enhance criteria, dependant on response to the advertisement. A panel may be formed from this recruitment process.</b></p>		

### Application Process:

To apply, please submit the following:

- A brief cover letter
- A personal statement demonstrating how you meet the above-mentioned requirements for the position (no more than 500 words) which must include relevant experience.
- A curriculum vitae summarising your qualifications and relevant experience for the attention of the CEO at [eharrington@fingalleaderpartnership.ie](mailto:eharrington@fingalleaderpartnership.ie) Applications should be clearly marked "Rural Development Officer".
- **The deadline for submitting completed applications is September 4<sup>th</sup>, 2024 @2pm. Please note applications received after this deadline will not be considered.**
- **It is envisaged that first round interviews will be scheduled for week commencing September 9<sup>th</sup>.**

Applicants will be shortlisted based on information provided in their application.



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