

**LEADER Programme**

**Administration & Compliance Support Officer**

**Job purpose**

To work in conjunction with the LEADER Compliance Officer to ensure compliance with the LEADER Programme requirements and to provide administrative support to the Programme team.

**Reporting to**

The LEADER Compliance Officer.

**Hours**

This is a part time position, 20 hours per week, 5 days a week, Monday to Friday. The daily start and finish times will be agreed with the successful candidate in advance of issue of contract.

**Contract Term**

Fixed term, two year contract.

**Main Duties & Responsibilities**

* Support the work of the LEADER Compliance Officer;
* Complete compliance checks against Department of Rural & Community Development(DRCD) requirements, on all grant application documentation submitted, in conjunction with Programme Project Officers;
* Document key areas/themes of non-compliance; supporting the Programme team to address concerns and implement changes to meet requirements into the future;
* Review the submitted draw down claims to ensure compliance and liaise with applicants in conjunction with the LEADER Compliance Officer;
* Preparation of grant drawdown files in conjunction with the LEADER Compliance Officer;
* Follow up on queries with grant applicants;
* Follow up on any queries raised by the DRCD or Wexford Local & Community Development Committee in relation to projects or drawdown claims;
* Administration of the LEADER ICT System including data entry, file uploading and reporting, including annual audit and resulting data cleansing to maintain quality records;
* Perform a completeness check on the project application documentation held on the IT system;
* Management of data entry on to the company CRM system;
* General administrative support including file set up, scanning, photocopying, drafting programme and general correspondence;
* Organisation and administration of internal and external LEADER Programme meetings, including minute-taking;
* Additional duties which support the effective delivery of the LEADER Programme in County Wexford.

**Skills, Qualifications & Experience**

* Essential: A FETAC level 5 or equivalent qualification in administration, business or other relevant area;
* A minimum of two years’ experience in an administrative role;
* Desirable: A third level qualification in administration, business or other relevant areas.
* Excellent IT skills; experienced in the use of the following MS applications; Word, Excel, Outlook, Powerpoint, Silverlight and Publisher. A high proficiency in the use of MS Word is essential and a mid-level proficiency in the use of Excel.;
* Oversight of a programme’s / project’s administration with evidence of actions taken to review processes, identifying improvements and effectively implementing changes;
* Experience overseeing monitoring and/or compliance of programme administrative requirements, as set out by an external body;
* Experience of processing large quantities of detailed information with the ability to decipher, understand and evaluate;
* Experience of processing large quantities of detailed information ensuring accuracy and attention to detail are maintained throughout.

**Core competencies**

* Good Organisational skills
* Analytical skills
* Team player
* Attention to detail
* Good communications skills, written and verbal.
* Results Orientated
* Problem Solving

To apply for this position please forward your CV and a cover letter to [hr@wld.ie](mailto:hr@wld.ie) by **12 noon, Friday, October 19th.**

When submitting your application please list the job title in the e-mail subject box i.e. *LEADER Support Officer*

