

**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 19<sup>th</sup>**.

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



An Roinn Forbartha  
Tuaithe agus Pobail  
Department of Rural and  
Community Development