

Job Description

Post: **Project Officer (LEADER):**

Reporting to: **Chief Executive Officer**

The successful candidate will be part of a team responsible for implementing the LEADER Programme 2014-2020 in Co. Wexford. The Project Officer will support businesses and communities to access funding under the Programme.

Key Roles & Responsibilities:

- Inform, advise and assist community and voluntary groups to avail of LEADER funding in accordance with the Local Development Strategy for the programme.
- Inform, advise and assist individuals to avail of LEADER funding to establish or expand their businesses in accordance with the Local Development Strategy for the programme.
- Prepare Calls for Expressions of Interest in accordance with the Local Development Strategy.
- Assess Expressions of Interest for programme funding and establish eligibility in accordance with the Local Development Strategy and Programme Operating Rules.
- Ensure that applicants are fully informed of the requirements of the Programme at application stage and subsequently following approval.
- Assess funding applications and prepare written project reports on same.
- Present projects to the Evaluation Committee and ensure that all information required on projects is prepared for those meetings.
- Prepare project files for administrative compliance checks.
- Present projects and programme reports to other boards/committees as required.
- Prepare the grant Contract, Letter of Offer and other relevant associated contractual documentation.
- Issue all relevant paperwork to unsuccessful project applicants where applicable and follow up on outstanding paperwork in the case of a project being deferred.
- Ensure all project files are in full compliance with the LEADER Programme Operating Rules, Department circulars and company procedures.
- Carry out site visits, prepare site visit reports and prepare phase/full payment requests, ensuring all paperwork is in place.

- Work with approved applicants to bring the project to completion/payment stage.
- Upload project file information to the LEADER IT system and generate reports.
- Collect and monitor information on individual project performance indicators.
- Monitor and review project compliance with grant contract terms and conditions.
- Liaise with Department Officials in relation to specific project queries and requests for information.
- Contribute to any revisions of the Local Development Strategy.
- Assist in the ongoing monitoring and evaluation of the programme and in the preparation of an Annual Report and Annual Implementation Plan for the Programme.
- Share responsibility with other company staff for the promotion of the LEADER Programme.
- Organise, participate in and present at Company led initiatives and at external events where required.
- Represent the company on local or county committees and attend meetings on behalf of the company as requested.
- Contribute to the effectiveness of the LEADER Programme team.
- Work collaboratively with the Social Inclusion & Community Activation Programme Community and Enterprise teams.
- Work in an integrated way across programmes to share and maximise company resources to deliver planned company objectives.
- Record all enquiries, meetings, Expressions of Interest and applications on the company CRM system.
- Pursue continuous improvements in all areas of your work.
- Ensure that you uphold Wexford Local Development's Code of Behaviour for its staff.
- Demonstrate a commitment to the Company's Core Purpose and Vision.
- Implement other projects as required by your line manager or senior management.

Core Competencies

1. Excellent written and verbal communication (incl. IT and presentation) skills
2. Proven ability for team work and collaboration
3. Administrative Skills
4. Results orientated
5. Commitment to quality
6. Demonstrate a sense of urgency and continuous improvement in your work.
7. Project Management- ability to manage projects/actions and deliver programme targets within budget and specified time frames.
8. Ability to adapt to changing circumstances
9. Technical competence for the area of responsibility

Minimum Requirements for candidates

- A diploma/degree in a relevant discipline
- A minimum of two years' experience of supporting businesses and/or communities
- A proven track record of working in enterprise development and community development
- Excellent communication, facilitation and administration skills
- An ability to work on their own initiative
- Access to transport and a full clean driving licence