

LEADER Project Officer Job Description

Job Title: LEADER Project Officer

Reporting to: LEADER Programme Coordinator

Wexford Local Development is a non-governmental organisation working to support the development of thriving, resilient communities where people feel connected, are valued, and have equal opportunity to reach their full potential. Our work is informed by our core values of respect, equality, leadership, inclusion, and integrity.

Purpose of the role:

The LEADER Project Officer will be part of a team responsible for implementing the 2023-2027 LEADER Programme in Co. Wexford. A core objective of LEADER is to support economic development and create and sustain rural employment. The role includes provision of support to businesses and individuals involved in innovative start-up or expanding enterprises to include food & beverage, tourism, and circular economy initiatives.

Main Duties & Responsibilities:

- Inform, advise, assist, and build the capacity of individuals, businesses, and communities to develop successful project proposals, in accordance with the Local Development Strategy and Programme Operating Rules, to avail of LEADER funding.
- 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 throughout the application process and where relevant during the grant drawdown process.
- Assess funding applications, prepare detailed written project evaluation reports, and present for consideration for approval to the Evaluation Committee and the WLD Board.
- Present projects and programme reports to other committees as required.
- Prepare project file documentation for administrative compliance checks.
- Prepare grant contract documentation and liaise with promoters regarding same.
- Ensure all project files are in full compliance with the 2023-2027 LEADER Programme Operating Rules, Department circulars and company procedures.

- Carry out site visits, prepare site visit reports and prepare phased/full payment requests, ensuring all documentation is in place.
- Work with grant approved applicants to bring the project to completion/payment stage.
- Monitor and review project compliance with grant contract terms and conditions.
- Upload project documentation to the LEADER IT system and generate reports.
- Collect and monitor information on individual project performance indicators.
- Liaise with representatives of the Department of Rural and Community Development and Pobal on matters associated with the 2023-2027 LEADER Programme.
- Assist in the ongoing monitoring and evaluation of the Programme and in the preparation of an Annual Report and Annual Implementation Plan.
- Share responsibility with other company staff for the promotion of the 2023-2027 LEADER Programme.
- Work as part of a team to ensure maximum effectiveness in the implementation of the LEADER Programme in Wexford.
- Organise, participate in and present at Company led initiatives and at external events where required.
- Participate in both internal and external working groups, committees, teams, networks etc. which are relevant to the LEADER 2023-2027 Programme.
- Work in an integrated way across WLD programmes to share and maximise company resources to deliver planned company objectives.
- Pursue continuous improvements in all areas of your work.
- Ensure that you uphold WLD's Code of Behaviour for its staff.
- Demonstrate an ongoing commitment to WLD's Core Purpose and Vision.
- Implement other projects as required by the LEADER Coordinator and WLD senior management.

Core Competencies and Skills

- Excellent written and verbal communication skills.
- Excellent IT skills.
- Strong administrative skills.
- Good analytical skills and decision-making ability.
- Project Management Skills - ability to manage projects and deliver programme targets within budget and specified time frames.

Minimum Requirements for candidates

- Diploma/degree in a relevant business/rural development discipline.
- Proven track record of working in enterprise development.
- Access to transport and a full clean driving licence.
- Evidence of community involvement is desirable.

Salary: The salary will be within the range of €37,425 to €41,020 subject to experience.

Conditions of Work:

- The Project Officer will be required to work 35 hours per week.
- A probationary period of minimum six months will apply.
- This is a full-time role, subject to funding.
- The role is based in Wexford town with hybrid working an option after probation period.

Application Process

To apply for the position, please submit a Letter of Application outlining how you meet the criteria together with a current Curriculum Vitae by email marked **LEADER Project Officer** to hr@wld.ie

The closing date for receipt of applications is **5pm on Friday 19th April 2024**.

WLD is an equal opportunities employer and welcomes applications from all suitably qualified applicants. Canvassing will disqualify.



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Tionscadal Éireann
Project Ireland
2040

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The European Agricultural Fund
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An Roinn Talmhaíochta,
Bia agus Mara
Department of Agriculture,
Food and the Marine