

LEADER Project Development Officer - Job Description

About Wexford Local Development (WLD)

WLD is a community-based organisation working to support the development of thriving, resilient communities in County Wexford, where people feel connected, are valued, and have equal opportunity to reach their full potential. Our work is informed by our organisational values of Respect, Equality, Leadership, Inclusion, and Integrity.

Job Title: LEADER Project Development Officer

Reporting to: Rural Development Coordinator

Overview of the Role

WLD is the Local Action Group responsible for the delivery of the 2023-2027 LEADER Programme. We now have a vacancy for a full time Project Development Officer working on the 2023-2027 LEADER Programme. The role offers a unique opportunity to support local development and empower SME's and communities to make a meaningful impact in Wexford. If you are enthusiastic about driving positive change and have a talent for working well with the public, we would love to hear from you.

What we are looking for:

- An effective communicator with excellent verbal and written communication skills.
- A self-starter and self-motivated individual who can work on their own initiative.
- A person who is organised and skilled in multitasking and managing deadlines.
- Someone who has a keen eye for detail and is adept at working on complex projects.
- An adaptable and resourceful team player who has a proven ability to build effective relationships with SME's and/or community groups to support them in developing funding applications.

Purpose of the role:

The Project Development 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 programme is guided by the Wexford Local Development Strategy and has three key focus areas as follows:

- Economic Development and Job Creation
- Rural Infrastructure and Social Inclusion
- Sustainable Development, Climate Change Mitigation and Adaptation.

Main Duties & Responsibilities:

- Identifying and supporting projects relevant to the 2023-2027 LEADER Programme and the Wexford Local Development Strategy.
- Checking the eligibility criteria of project proposals.
- Ensuring that project promoters are fully aware of the requirements of the 2023-2027 LEADER Programme.
- Keeping up to date with changes to the 2023-2027 LEADER Programme Operating Rules.
- Undertaking site visits and verification checks for projects.
- Assessing projects and completing detailed written Project Assessment Reports.
- Presenting grant proposals to the Independent Evaluation Committee and the WLD Board (Local Action Group).
- Following up with grant approved promoters and assisting them to bring the projects to completion and grant payment stage.
- Preparing project files for the LEADER ICT system, ensuring files are in full compliance with the 2023-2027 LEADER Programme Operating Rules, Department circulars and company procedures.
- Monitor and review project compliance with grant contract terms and conditions.
- Liaise with representatives of the Department of Rural and Community Development and Pobal on matters associated with the 2023-2027 LEADER Programme.
- Share responsibility with other LEADER staff for promotion of the 2023-2027 LEADER Programme in Wexford
- Organise, participate in and present at Company led initiatives and at external events as required.
- Participate in both internal and external working groups, committees, teams, networks etc. which are relevant to the 2023-2027 LEADER Programme.
- Work in an integrated way across WLD programmes to share and maximise company resources to deliver planned company objectives.
- Ensure that you uphold WLD's Code of Behaviour for its staff.
- Demonstrate an ongoing commitment to WLD's core values of respect, equality, leadership, inclusion, and integrity.
- Carrying out additional duties that may be required as part of the role.

Qualifications, Experience, Skills, and Personal Attributes

- Diploma/degree in a relevant business/rural development discipline.
- Proven experience in any or all three key focus areas of the 2023-2027 LEADER Programme.
- Demonstrated ability to manage a diverse workload and competing demands.
- Excellent written and verbal communication skills and ability to manage client relationships.
- Proficiency in Microsoft Word, Excel, and PowerPoint.
- Strong organisational and analytical skills and decision-making ability.
- Demonstrated Project Management experience with ability to manage projects and deliver programme targets within budget and specified time frames.
- Passionate about rural development and community led local development.
- Access to transport and full driver's licence.
- Fluency in English language

Salary: The salary will be within the range of €39,225 to €44,552 subject to experience.

Conditions of Work:

- The Project Development Officer will be required to work 35 hours per week. Additional hours may be required on occasions as may be necessary for the delivery of the programme. In such instances, a time off in lieu policy will apply.
- A probationary period of six months will apply.
- This is a full-time role, subject to funding.
- WLD offers a company pension with employer contribution. Employees are eligible to join after successful completion of the 6-month probationary period.
- Annual leave at commencement of employment is 25 days.
- Career progression opportunities.
- The role is based in Wexford town with hybrid working an option after probationary period.
- Free on-site parking.

Application Process

To apply for the position, please submit a Letter of Application outlining how your qualifications, skills and experience meet the role requirements together with a current Curriculum Vitae by email marked **LEADER Project Development Officer** to hr@wld.ie

The closing date for receipt of applications is **5pm on Friday 25th April 2025**.

Panel

A panel will be created from this recruitment process. Candidates will be placed on the panel in order of merit, based on their ranking at the final stage of the recruitment process.

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

