



South Kerry Development Partnership CLG.

Job Description

MacGillycuddy Reeks Locally Led EIP Agri-Environment Scheme

'A Sustainable Agricultural Plan for the MacGillycuddy Reeks utilising a Collective Farm Management Approach'

Project Administrator

Introduction

The MacGillycuddy Reeks Mountain Access Forum was established in May 2014 by South Kerry Development Partnership CLG in conjunction with the then rural recreation section of the Dept. of Environment, Community & Local Government. (Now Rural Schemes Section of the Dept. of Rural & Community Development)

The Forum was established to provide a representative management structure with the aim of protecting, managing and sustainably developing the MacGillycuddy Reeks Mountain Range. The vision of the Forum is to create an environmentally sustainable upland zone for agricultural, recreational, educational and research activities, including hillwalking, climbing, mountaineering, environmental and cultural heritage- all underpinned by permissive access of the relevant private landowners.

'A Sustainable Agricultural Plan for the MacGillycuddy Reeks utilising a collective Farm management Approach' is one of the successful European Innovation Partnership for Agriculture, Productivity and Sustainability (EIP-AGRI) projects. The EIP-AGRI Initiative in Ireland is being implemented by the Dept. of Agriculture, Food and the Marine (DAFM). EIP-AGRI projects involve the cooperation of farmers, scientists, advisors, NGOs and others coming together in Operational Groups to address a specific issue or to take advantage of a new opportunity. South Kerry Development Partnership has assembled an Operational Group with a range of expertise and experience to support the project. Members of the Operational Group include upland farmers along with experts in hill production, Agri-Environment, ecology, rural development, conservation and administration & finance.

The objective of the four year, locally led pilot, is to develop practical solutions that will address the complex agricultural, environmental and socio-economic challenges associated with the land management of commonages and private farm land on the MacGillycuddy Reeks. It evolved from the work of the MacGillycuddy Reeks Mountain Access Forum,

which has highlighted that habitats, soils and landscapes of conservation value as well as farm practices in the Reeks are under threat as a result of socio-economic issues (ageing farmer population, smaller family size, poor economic return for effort required etc.) and recreational pressures (dog related worrying of sheep, littering, trampling and erosion damage to habitats and farmland). These issues are exacerbated by ever increasing extreme weather events associated with climate change. In earlier times the farming workforce in upland areas such as this was both younger and more numerous. In recent times the farm model has become increasingly family and farm focused. Within this context labour intense tasks such as scrub control (rhododendron, bracken), cattle husbandry and vegetation management by way of small controlled burns are often abandoned. This project aims to address the issues through the development of a four-year pilot locally led agri environmental scheme in a fashion not previously demonstrated.

South Kerry Development Partnership CLG is seeking to recruit a part-time project administrator to support the Project Manager and Project Ecologist to implement the pilot project. The project administrator will work closely with the Project Manager and Project Ecologist, providing clerical, secretarial and administrative assistance to the Project Manager and the Project Operational Group.

Person Specification

The post will involve meetings outside of normal working hours.

- i. **Character** - candidates must be of good character.
- ii. **Education, Training, Experience, etc.**

Candidates shall, on the latest date for the receipt of completed applications: -

- ☐ Have a good standard of Education
- ☐ Possess excellent administrative & organisational skills
- ☐ Have at least three years' experience of working in an administrative and accounts capacity in a busy office environment.
- ☐ Demonstrate an ability to work to deadlines whilst maintaining an excellent level of attention to detail
- ☐ Possess a high degree of numeracy skills
- ☐ Possess excellent communication, interpersonal & analytical skills
- ☐ Be able to demonstrate an ability to work on their own initiative as well as part of a team.
- ☐ Possess a good knowledge and interest in countryside recreation, a good knowledge and understanding of issues facing rural communities and the challenges of upland farming.
- ☐ Possess excellent I.T skills and be proficient in the use of the Microsoft Office suite of programmes, specifically Word, Excel, Powerpoint, Publisher and Outlook and have experience of using these in daily work.
- ☐ Have a reasonable flexible approach to working hours
- ☐ Willingness and a commitment to work outside of normal office hours
- ☐ Have a full driving licence and suitable transport.

iii. Duties

The Project Administrator will provide clerical and administrative support to the Project and will support the Project Manager, the Project Ecologist and the Operational group with the clerical, administrative and organisational aspects of the project. Specific duties will include:

- ❑ Formatting and compiling progress reports, end of year reports and preparation of quarterly newsletters, including e-newsletters
- ❑ Attend meetings of the Operational Group & the MacGillycuddy Reeks Mountain Access Forum and take minutes and circulate same to the members of the Forum and operational group. Assist the Chairperson with the compilation of meeting agendas and supporting documentation and the circulation of same to members of the Operational Group and Forum.
- ❑ Preparation and updating of spreadsheets recording expenditure, budgets etc.
- ❑ Support the MacGillycuddy Reeks Locally Led EIP Agri-Environment Scheme Project Manager with all clerical, secretarial, administrative and organisational requirements of the project, including the collation and filing of all project documentation, recording of payments to project participants, maintaining comprehensive records of all project income and expenditure,
- ❑ Ensure weekly social media updates are carried out
- ❑ Management of the Project website including regular updates and adding new content as required
- ❑ Carry out bank lodgements, maintain petty cash etc.
- ❑ Dealing with telephone and email enquiries, correspondence, creating and maintaining filing systems.
- ❑ The provision of secretarial/clerical support to the MacGillycuddy Reeks Mountain Access Forum and the Project Operational Group.
- ❑ Any other duties as assigned by the Project Manager and/or the CEO of South Kerry Development Partnership.

Post Location

The post will be work-based at the MacGillycuddy Reeks Locally Led EIP Agri-Environment Scheme Project Office located in Beaufort Village, Beaufort Co. Kerry.

Employment Administration and Responsibility

The payment of salary, travel & subsistence, and other matters relating to the financial administration of the post will be the responsibility of the South Kerry Development Partnership CLG.

Reporting To

The MacGillycuddy Reeks Locally Led EIP Agri-Environment Scheme Project Administrator will report directly to the Project Manager.

Particulars of Employment

The MacGillycuddy Reeks Locally Led EIP Agri-Environment Scheme Project Administrator will be employed by South Kerry Development Partnership CLG on a part time (15 – 22.5 Hours per Week) fixed term contract basis. The contract period will run to April 30th 2022.

Salary: - The Gross Salary for this position will be commensurate with experience and qualifications.

Travelling & Subsistence Expenses: - Any travel undertaken by the Project Administrator will be paid at approved Partnership rates.

Selection

- i. Selection shall be by means of competition based upon interview.
- ii. A panel will be formed on the basis of such interview.
- iii. Candidates may be short-listed on the basis of relevant qualifications and experience as set out in their application. The candidates short-listed will be invited to attend for interview. South Kerry Development Partnership CLG will not be responsible for any expenses incurred by candidates in attending for interview.
- iv. The Board of South Kerry Development Partnership CLG shall require persons to whom appointments are offered to take up such appointment within a period of not more than one month.

The South Kerry Development Partnership CLG is an equal opportunity employer.

The South Kerry Development Partnership CLG acknowledges the assistance of the Dept. of Agriculture, Food & the Marine and the European Union under the EIP Funding Programme in supporting this post.



An Roinn Talmhaíochta,
Bia agus Mara
Department of Agriculture,
Food and the Marine



'The European Agricultural Fund
for Rural Development: Europe
Investing in rural areas'.



Ireland's European Structural and
Investment Funds Programmes
2014-2020

Co-funded by the Irish Government
and the European Union