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na hÉireann
Government
of Ireland

Tionscadal Éireann
Project Ireland
2040



The European Agricultural Fund
for Rural Development:
Europe investing in rural areas



SOUTH KERRY DEVELOPMENT PARTNERSHIP CLG

Job Description

LEADER Programme 2023 - 2027 Development Officer – Kenmare / Killarney

About the LEADER Programme 2023 - 2027

LEADER is a community-led approach to local development funded through Ireland's CAP Strategic Plan 2023 – 2027 (the Programme). It is financed by the European Agricultural Fund for Rural Development (EAFRD) and connected to Specific Objective 8 of the CAP Strategic Plan (CSP): Vibrant Rural Areas - promote employment, growth, gender equality, including the participation of women in farming, social inclusion and local development in rural areas, including the circular bio-economy and sustainable forestry.

Objective 8 focuses on promoting growth and jobs in rural areas, developing the rural and bio-economies, digitising the rural economy, and promoting social inclusion.

Since its launch in 1991, LEADER has supported the delivery of local development actions in rural communities and has formed an integral part of the EU funding framework, through the Rural Development Programme (RDP) of each member state. The seven key principles underpinning the LEADER approach are:

- 1) Bottom-Up Approach** – places local communities at the centre of local development processes and is defined by consultation, participation and collective decision-making.
- 2) Area-Based Approach** – focuses on coherent sub-regional areas and seeks to target the priorities and opportunities of the LDS area as a whole.
- 3) The Local Partnership** – the Local Action Group (LAG) is a central element of the CLLD approach and must comprise partners from public, private and civil society.
- 4) An integrated and multi-sectoral strategy** – the LAG and their LDS should seek to capitalise on links and synergies between different sectors in their area.
- 5) Networking** – networking is also a central element of the LEADER approach and seeks to support networking and exchange at local, national and European levels.
- 6) Innovation** – supporting innovative solutions to local issues.
- 7) Co-operation** – fostering and supporting co-operation and collaboration between LAGs at national and European level.

South Kerry Development Partnership CLG implements the new LEADER programme 2023 – 2027 in South Kerry on the basis of a comprehensive County LEADER Local Development Strategy (Plan) developed by the two Local Development Companies in Kerry, Kerry County

Council and the Kerry Local Community Development Committee. The activities of LEADER are focused on three key thematic areas with each thematic area supported by a number of sub-themes. The following are the thematic and sub-thematic areas/priorities under the new programme:

Economic Development & Job Creation

- The Green Economy
- Agricultural Diversification
- Rural Tourism and Recreation
- Enterprise Development
- Rural Food Production
- Social, Community & Co-Operative Enterprises

Rural Infrastructure and Social Inclusion

- Rural Infrastructure
- Accessible Services
- Optimising Digital Connectivity
- Rural Youth

Sustainable Development and Climate Change Mitigation and Adaptation

- Sustainable Development of Rural Environment
- Climate Change Capacity Building
- Climate Change Mitigation and Adaptation

Job Description

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: -

- Hold a recognised degree (business, community/rural development, environment) or equivalent professional qualification in an allied field of expertise.
- Possess a thorough understanding of the principles of Rural Development and demonstrate an understanding of the LEADER Programme 2023 – 2027.
- Have at least 12 months experience of working in a stringent regulatory environment with public funding in the area of rural/community development.
- Possess very strong organisational and administrative skills and excellent attention to detail.
- Demonstrate particular skills in animating community & enterprise projects.
- Possess excellent communication & interpersonal skills.
- Possess excellent presentation skills – both verbal & written.
- Hold a full clean valid driving license, and have access to a motor vehicle.
- Be able to demonstrate an ability to work as part of a team and on their own initiative.

iii. Duties

To assist and support the LEADER Programme Coordinator in all matters relating to the LEADER Programme 2023 – 2027 implementation in the South Kerry area and in particular to:

- ❑ Animate local enterprise, community and environmental projects.
- ❑ Disseminate relevant information on LEADER 2023 – 2027 Programme Supports and deal with funding enquiries from potential programme applicants.
- ❑ Ensure networking and animation actions relating to the local economy, community and environment are implemented effectively.
- ❑ Support and facilitate individuals/organisations/businesses and community groups in developing expressions of interest and applications for LEADER Programme grant aid support.
- ❑ Facilitate the undertaking of all programme Article 48 (Administrative) checks by Pobal / Kerry LAG on Projects.
- ❑ Recording of all relevant programme project file documentation requirements on the LEADER ICT system from Expression of Interest stage through to project payment stage.
- ❑ Liaise with and support individuals/organisations/businesses and community groups, approved for LEADER Programme 2023 – 2027 grant aid, to successfully complete their projects in line with programme regulatory requirements and draw down approved grant aid.
- ❑ Undertake administration tasks including LEADER Programme grant application procedures, processing, monitoring and project file maintenance.
- ❑ Monitor and report as required, including the collection and collating of required programme performance indicator data from project promoters.
- ❑ Liaise with other support programmes within South Kerry Development Partnership CLG and external development agencies/other organisations such as the Kerry Local Enterprise Office, Enterprise Ireland, Failte Ireland, Kerry Education & Training Board and other relevant bodies to ensure the successful implementation of the LEADER Programme 2023 - 2027 in South Kerry.
- ❑ Liaise with local community and local development organisations as appropriate.
- ❑ Report to the LEADER Programme Coordinator with responsibility to the Board for implementation of the LEADER Programme 2023 – 2027 in South Kerry.
- ❑ Carry out additional duties as required relating to the LEADER Programme 2023 – 2027 in South Kerry.
- ❑ Any other reasonable duties as assigned by the LEADER Programme Coordinator/CEO.

Post Location

The post will be work-based at the SKDP Offices at either 21 Henry Street, Kenmare / 37 High Street, Killarney or Library Place, Killorglin. The LEADER Programme Development Officer will be required to travel throughout South Kerry. The successful candidate may apply for a Hybrid method of working upon successful completion of the probationary period.

Employment Administration and Responsibility

The payment of salary, pension, 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 LEADER Programme Development Officer will report directly to the LEADER Programme Coordinator.

Particulars of Employment

The LEADER Programme Development Officer will be employed by South Kerry Development Partnership CLG on a full time (37.5 Hours Per Week) fixed term contract basis. The contract period will run to December 31st 2027.

Salary: - The salary for the position will be the Partnership Project Officer Grade - €34,527 - €44,931 per annum with start point dependent upon qualifications & experience.

Travelling & Subsistence Expenses: The LEADER Programme Development Officer will be expected to travel throughout South Kerry and travel & subsistence expenses will be paid at approved Partnership rates.

Pension – Upon completion of the probationary period, the successful candidate will be eligible to enroll in the company's voluntary pension scheme.

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.
- v. Appointment to the role is subject to the candidate's eligibility to work in Ireland.

South Kerry Development Partnership CLG is an equal opportunities employer which welcomes applications from any individuals with the relevant skills and abilities to help make its diverse workforce more effective.

The South Kerry Development Partnership CLG acknowledges the assistance of the Department of Rural and Community Development and the European Agricultural Fund for Rural Development in supporting this post.