**Laois Community & Enterprise Development CLG**

***Job Description of Rural Development Project Officer***.

Laois Community and Enterprise Development CLG t/a Laois Partnership Company is the Local Development Company for Co Laois. The company delivers a number of programmes in the county including acting as implementing partner for Laois Local Community Development Committee for the LEADER programme 2014-2020.

The position of Rural Development Project Officer within the LEADER programme will be full time, working a 35 hour week and the appointee will be prohibited from engaging in, or having any connection with, any outside business or activity which would constitute a conflict of interest or interfere with the performance of the duties attaching to the post.

The position is based in Head Office in Portlaoise.

The core responsibility of the Rural Development Project Officer will be to deliver on the animation and project file management aspects of the Laois LCDC Local Development Strategy

Without prejudice to the generality of the foregoing, the areas of activity in which the Rural Development Project Officer will operate will be as follows:

* Liaise with other LEADER Staff and other agencies within and outside the County with regard to investigating other EU Programmes or relative activities.
* To work with project promoters and support them when applying for funding through the LEADER programme
* To prepare files for evaluation committee meetings
* To prepare synopsis of project applications for the LCDC meetings
* To prepare project files for payment and ensure that all the relevant paperwork is in place
* To manage those project files to the standard expected by European auditors
* To present files to the CEO/Line Manager ready for payment
* To upload project information on the Pobal IT system
* To prepare monthly updates on progress in the delivery of the Local Development Strategy to the CEO and the Board
* To deliver the actions as per the Local Development Strategy
* To support the development of projects with local promoters both private and community
* To provide ongoing advice and support to individuals and groups in Co Laois as required with particular emphasis on new project development
* To work on building a relationship with all rural dwellers and community groups in Co Laois and build their confidence and ability to draw down funding
* To identify training opportunities that Laois Community and Enterprise Development CLG can organise and deliver in the County within the remit of the Local Development Strategy.
* To assist those already involved in alternative enterprises.
* To establish and maintain good working relationships will all relevant agencies in the county
* Maintain an information service for individuals and groups and advise and keep them up to date with relevant issues, supports available etc.

The appointee will be required to perform any duties which may be assigned from time to time by the Company as appropriate to the post.

The Rural Development Project officer will report directly to the CEO or Line Manager as designated by the Board of Directors.

A full clean driver’s licence is a requirement for this position

Person specification:

The ideal candidate should have the following:

Essential skills:

* At least three years’ experience in managing files
* Excellent attention to detail
* Experience in a similar type environment
* An ability to deliver under tight time lines
* Keen intelligence, reasoning powers, imagination and judgement
* An aptitude for analytical thought
* A proven record of willingness to take the initiative and adopt a proactive approach.
* Good motivational skills and be capable of working well on one’s own or as a member of a team
* Team leadership skills
* Proven management skills
* Planning and organisational skills.
* Excellent IT skills

Desirable skills

* A third level qualification in business or business administration
* Proven track record in accessing funding