

# Job Description

## LEADER Rural Development Officer

(Maternity Cover– Fixed term contract)

### Background

The role of Rural Development Officer requires a strong organisational focus with the ability to initiate new ideas, implement relevant training programmes and assist in the development of project ideas (both socially and economically based). The primary role of the Rural Development Officer is to animate the Rural Development Programme (RDP) within the LAG territory and to build the capacity of rural dwellers within this area. This role will require the development officer to work across all themes and sub-themes of the RDP.

### Duties and Responsibilities

The list of duties and responsibilities outlined below are not intended to be exhaustive, and as such may be supplemented or amended from time to time as considered necessary.

### The following are the essential prerequisite skills required for this role:

- Knowledge and experience of the requirements of public procurement legislative requirements and systems
- Knowledge of the LEADER programme 2014-2020 operating rules.

### The following is an outline of the duties of the role:

- Animating the RDP within the LAG territory
- Working with project promoters in order to build their capacity to participate in the RDP and to access the benefits available
- Undertaking the preparation for evaluation and presentation of projects to the LCDC LAG LEADER Evaluation Committee
- Working with project promoters post approval to ensure successful completion of the project
- Upon completion of the project, checking project paperwork is complete and undertaking an administrative check prior to the handover of the project to the administration section
- Undertaking communication, P.R. and promotional activities concerning the RDP. This may include organising information sessions, promotional activities, public speaking etc.
- Liaising with a range of agencies to put in place integrated programmes of development to maximise benefit from the RDP and avoid duplication
- Conducting research into relevant areas which will animate the region further

- Development and co-ordination of specific targeted training opportunities to enhance the capacity within the region. An ability to write training specifications would also be advantageous
- Fostering an understanding of good development practice amongst various sectors within the area
- Drawing up action plans around obstacles currently facing the development of such sectors
- Acting as an identifiable contact point for Development in the LAG territory
- Hosting conferences/workshops on variety of themes
- Given the nature of the programme it is envisaged that the post holder will undertake a range of other duties in relation to the delivery of the programme
- The role will often require working outside of normal office hours and in some instances during weekends
- Respond appropriately to all requests for information from general public and central and local government as appropriate. Responsible for preparing LEADER grant payments in compliance with the operating rules of the programme and the letter of offer details
- Using the relevant internal and Department Information Technology systems with regard to work completion
- Any other duties that maybe requested by Management.

#### NOTE

This list of duties is not exhaustive and will change in line with the ongoing development of RIDC's operations and services.