

Job Duties & Responsibilities



Project Worker on European Funded Projects

The role will involve:

- Dissemination of the European Funded Projects portfolio via events, newsletters, social media and traditional media
- Delivering on all the required European Funded Projects, adhering to the project targets and outcomes as instructed by the CEO
- Ad hoc duties as defined by the CEO
- Excellent written and verbal communication and inter-personal skills
- Other duties required for the orderly operation of the European Funded Projects and as defined by the CEO and Board of Roscommon LEADER Partnership.

Eligibility Criteria:

- Must have experience of dissemination using RLP's social media
- Must have photography, video creation and video editing skills
- Must be familiar with Facebook, Twitter, Instagram and Linked In
- The ideal candidate will have strong administration and computer literacy experience
- The ideal candidate will be an excellent written and verbal communicator
- Ability to work as part of a team
- Ability to work to deadlines and shift priorities quickly when required
- Ability to gather, analyse and interpret information
- Report writing skills
- Must be successful in the short-listing process
- The offer of the position is subject to satisfactory Garda Vetting by the applicant
- The applicant must always have access to own transport during the working week and be willing to travel throughout County Roscommon.

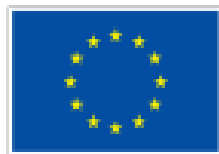
Conditions of Work:

- Hours of work will be 35 hour per week
- Some evening and weekend work may be required as per project demands

- Travel expenses will be paid where appropriate
- Deliverance of the project's quality-based outputs in adherence to the deadlines and requirements of the funders and lead partner is required
- A probationary period will apply, and work may be re-assigned if deliverables are not met.
- Base of work - Arigna office
- Contract duration - Indefinite duration, subject to funding
- Reports to – The Project Coordinator
- Salary will commensurate with qualifications & experience
- Annual Leave - 21 days plus 3 Company Allocated Leave days

NOTE

This job description and list of duties is not exhaustive and may be reviewed, updated and/or amended from time to time in line with the ongoing development of RIDC's operations and needs of the services.



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