

South West Mayo Development Company: Rural Development Coordinator (<https://www.activelink.ie/node/114884>)



South West Mayo

DEVELOPMENT COMPANY CLG

Comhlacht Forbartha
Iardheisceart Mhaigh Eo CTR

Rural Development Coordinator

Role Purpose/ Description:

Monitor, oversee and coordinate rural development programmes within South West Mayo Development Company, primarily the LEADER programme.

As Rural Development Coordinator, the workload includes budget monitoring, staff management, participating in various committees to ensure programmes / projects are implemented successfully.

The role extends to Development Officer work within the LEADER programme, which includes progressing LEADER programme funding applications to project completion and developing strategic 'in-house' initiatives with the potential for wider community/business impact.

The Rural Development Coordinator is a member of the SWMDC Management Team. This involves contributing to the strategic direction of the organisation, and supporting the CEO, in this regard.

Reporting To: CEO

Key Responsibility Areas

The role of Rural Development Coordinator will primarily involve the following:

LEADER Programme 2023 - 2027

- To lead and co-ordinate the successful implementation and completion of the current LEADER programme in south and west Mayo.
- Liaise with Department of Rural and Community Development (DRCD), Pobal, Financial, Implementing and Animating Partners in the roll out of the programme.
- To lead, coordinate and organise end-of-programme reports, case studies and other documents as required.
- To monitor budgets in association with LEADER Finance Administrator, the Chief Financial Officer, and the CEO.
- To lead, coordinate and organise the drafting of LEADER strategic plans, submissions or other such documents.
- To organise and carry out monitoring of LEADER programme delivery, including financial monitoring, programme evaluations, and prepare reports for internal and external use.
- To monitor, review, and update forms and templates to ensure they are consistent and in compliance with LEADER Operating Rules, DRCD Circulars and requirements.
- To co-ordinate interaction and responses in respect of audits and programme queries.
- Line manage LEADER development staff.
- Report on LEADER activity to the SWMDC board and as required to Mayo Local Action Group (LAG) and/or other relevant bodies as required.

Development Officer

- To engage with LEADER programme applicants from a variety of sectors such as community/voluntary, enterprise and

social enterprise.

- To build capacity and encourage development of strategic and innovative approaches to community and/or business development.
- To advise and assist LEADER programme applicants from concept to completion of innovative community and/or business development proposals.
- To support LEADER programme applicants in the preparation and collation of documents including business and/or community plans.
- To present funding applications to relevant committees and Boards for review and decision.

Rural Development

- To support and encourage linkages among all relevant programmes in the company including Tús, Rural Social Scheme (RSS), Community Employment, Rural Regeneration Development Fund (RRDF), Rural Recreation/Walks Scheme and others within the company.
- To contribute to integration and collaboration among company activities and programmes which have a rural development dimension.
- To represent rural development within the SWMDC management structure and wider company.
- To work with other agencies and bodies with responsibility for rural development, and to develop and maintain partnerships with relevant statutory and other organisations.
- To represent the company on relevant for a related to rural, economic and community development.
- To attend conferences and events relevant to rural, economic and community development.

Please see full Job Description & Person Specification attached below.

How to apply

Please submit your Curriculum Vitae and cover letter by email to jobs@southmayo.com (mailto:jobs@southmayo.com) quoting **Rural Development Coordinator Application_ YOURNAME** in the subject line.

Please save your CV as **YOURNAME_CV** and your cover letter as **YOURNAME_CoverLetter**.

Please check your spam / junk mail during this recruitment programme, as SWMDC does not accept any responsibility for missed communications.

The closing date for applications for this role is **12 noon on Thursday 10th April 2025**. Late applications are not accepted. Interviews are proposed to take place on Thursday 17th April 2025.

Region

Mayo

Date Entered/Updated

3rd Apr, 2025

Expiry Date

10th Apr, 2025

Attachment	Size
SWMDC_RuralDevelopmentCoordinator_JobDescription.pdf	114.23 KB

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