



South West Mayo

DEVELOPMENT COMPANY CLG

Comhlacht Forbartha
Iardheisceart Mhaigh Eo CTR

Job Description & Person Specification

Role	Rural Development Coordinator
Role Purpose/ Description:	<p>Monitor, oversee and coordinate rural development programmes within South West Mayo Development Company, primarily the LEADER programme.</p> <p>As Rural Development Coordinator, the workload includes budget monitoring, staff management, participating in various committees to ensure programmes / projects are implemented successfully.</p> <p>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.</p> <p>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.</p>
Reporting To:	CEO
Key Responsibility Areas	<p>The role of Rural Development Coordinator will primarily involve the following:</p> <p><i>LEADER Programme 2023 - 2027</i></p> <ul style="list-style-type: none">▪ 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 fora related to rural, economic and community development.
- To attend conferences and events relevant to rural, economic and community development.

Critical Competencies

- **Management/Teamwork**
 - Ability to lead, motivate and manage staff to ensure that the team contributes fully to the Company's goals.
 - Coaches, mentors, and supports staff to enable them to reach ambitious programme targets.

- Ability to work effectively and co-operatively with others, establishes and maintains good working and interpersonal relationships.
- Creates a climate of teamwork and collaboration.
- **Project Management**
 - Manages diverse portfolio of LEADER projects in line with Operating Rules and other programme requirements.
 - Understands complex budgets, ability to read, analyse and develop financial projections.
 - Focuses on and produces results, prioritises objectives, schedules work, meets deadlines and optimises use of time and resources.
 - Takes a leading role in initiating actions, anticipates problems or difficulties, and thinks creatively to devise solutions.
 - High level of report writing skills is essential.
- **Strategic Planning**
 - Actively contributes to the development and implementation of the Company's strategies, plans and objectives.
 - Understands the European/National/Regional/Local policy context of the work.
 - Ability to effectively carry out community, enterprise and rural development needs analysis.
 - Makes informed decisions or judgments based on logical processing of information, sound thinking and problem solving.
 - Identifies key information sources, gathers, and analyses information and presents this in a coherent manner.
 - Creates and supports opportunities for synergies between various SWMDC rural development programmes and other complementary programmes.
 - Develop initiatives in conjunction with other programmes and organisation.
- **Communication/Influencing**
 - Demonstrates effective communication style appropriate to audience and situation from an array of skills in presentations, written and verbal communications.
 - Promotes the LEADER programme and other rural development programmes to create awareness, showcase impact and integrate with wider SWMDC public relations activities.
 - Evidence of presenting funding applications for assessment and decision to various committees and/or Boards.
 - Creates a positive impact and conveys confidence and credibility to others.
 - Listens, empathises, and responds effectively to client and staff needs.
- **Client Engagement**

	<ul style="list-style-type: none"> • Provides advice and assistance to LEADER programme applicants. • Ability to directly provide support to community volunteers and entrepreneurs to plan, prepare and submit applications for funding.
<p>Other Competencies</p>	<ul style="list-style-type: none"> ▪ Technical & Professional Expertise <ul style="list-style-type: none"> • Possess excellent ICT skills with an ability to learn new systems and software packages. • Experience of social media and public relations is advantageous.
<p>Desirable Experience</p>	<ul style="list-style-type: none"> ▪ A minimum of three years paid experience of coordination/management within a publicly funded environment. ▪ Experience of managing staff in a dynamic environment. ▪ Experience of project management, planning, implementation and evaluation. ▪ Financial management experience in a publicly funded environment. ▪ Experience of ensuring that projects/programmes meet the terms of the funding contracts. ▪ Experience of engaging, developing, and implementing initiatives for the benefit of rural areas. ▪ Experience of working directly with community volunteers and/or entrepreneurs. ▪ Experience of working in a multi-stakeholder environment, managing relationships and expectations leading to positive outcomes. ▪ Experience of writing professional reports and a proven track record of writing successful grant applications and tenders. ▪ A demonstrable commitment to community, enterprise and local rural development is essential.
<p>Desirable Qualifications</p>	<ul style="list-style-type: none"> ▪ Relevant level 8 qualification, e.g., Rural Development, Business Studies, Environmental Studies, Community Development, or other relevant qualification for the post. ▪ A postgraduate degree in a relevant field is desirable.
<p>Other Relevant Information</p>	<ul style="list-style-type: none"> ▪ A full driving licence and access to your own car is essential as travelling will be a core element of this role. ▪ Knowledge and experience of the LEADER programme and/or other rural development programmes is advantageous.

Terms & Conditions of Employment

1. Salary

The salary will be commensurate with qualifications and experience.

2. Duration of Contract

The contract is a three-year fixed term contract. This is dependent on the continued funding of the LEADER programme.

3. Probation

Minimum probation period of six months will apply.

4. Pension

Following successful completion of probation, the post holder will have the opportunity to opt into the SWMDC company pension scheme

5. Working Hours

9am – 5pm (35 hours per week). Due to the nature of the role, some out- of-hours work is required. A company Time Off In Lieu (TOIL) policy applies.

6. Annual Leave

Annual leave will be 25 days per annum for new staff, increasing by one day per two years served, to a maximum of 30 days per annum.

7. Travel & Subsistence

Travel and subsistence will be paid at public sector rates.

8. Location of the position

SWMDC office TBC.

Selection Process

Selection will involve short listing of applicants for interview based on the criteria for the position as outlined in this job description and person specification.

How to apply

Please submit your Curriculum Vitae and cover letter by email to 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**.