



Forbairt Iarthar Luimní
West Limerick Resources

JOB TITLE: GRADUATE PLACEMENT PROJECT OFFICER

OVERVIEW

Name of Employer: West Limerick Resources CLG

Number of Hours: 35 hours per week. Evening and weekend work may be an occasional feature of this position. The company operates a Time in Lieu policy. No overtime will be paid.

Location: Based in Newcastle West. The option of working from home 1-2 days per week may be discussed following completion of a successful probation period.

Reporting to: LEADER Coordinator

Contract Duration: Fixed term contract up to 31st December 2026

Remuneration: €30,363 per annum

COMPANY OVERVIEW

West Limerick Resources is a community West Limerick Resources (WLR) CLG is the community based Local Development Company based in Newcastle West responsible for administering a range of Community, Social and Economic Development programmes. We help to empower vibrant and exciting communities across West Limerick to address local social economic and environmental challenges. Among the programmes administered by the company is the LEADER programme which aims to strengthen the rural economy and to improve the quality of life in rural Ireland through focusing on the key principles of innovation, sustainability, economic viability and linkages with other organisations.

JOB OVERVIEW

The role will entail providing support to the LEADER coordinator and project officers to ensure the effective delivery of the Limerick Local Development Strategy. This will include a range of duties relating to grant applications/claims, project implementation, and programme administration along with duties relating to promotion and event management.

KEY AREAS OF WORK

PROJECT MANAGEMENT DUTIES:

- Assist project officers to process accurate and comprehensive project applications and payment claims including carrying out initial checks of project/claim submissions and liaising with applicants in relation to the submission of missing documentation
- Review project files to ensure compliance with the programme operating rules in cooperation with programme manager and project officer

- Support the management of the dedicated programme IT system including scanning and uploading of documentation, completion of checklists and where necessary following up on subsequent queries for further information
- Support the rollout of internal initiatives including management of related documentation and claims process
- Assist with the on-going monitoring of the implementation of the Programme including compilation of data for reports as appropriate

PROMOTION AND EVENT MANAGEMENT:

- Maintain website and social media presence, and work with the rest of the team to promote the Programme to potential applicants and beneficiaries
- Assist in the organisation of events and training sessions – designing posters, booking venues/speakers/resources, promotion (papers, online, posters email, mail to individuals and organisations)
- Attendance at occasional events to support the rest of the LEADER team (both during normal working hours and occasional evenings/weekends)

ADMINISTRATIVE DUTIES:

- Provide secretarial function to the Project Evaluation Committee including organising meetings, preparing and circulating documentation and taking minutes
- Compilation of documentation for LAG meetings and information requests
- Compilation of internal reports for review and sign off by programme Manager

TEAMWORK:

- Provide support to colleagues to help develop a strong and cohesive team ethos
- Assume additional responsibilities when required to facilitate the achievement of team goals
- Share all relevant information with others and seeks for others' input when required

BUILDING & MAINTAINING RELATIONSHIPS:

- Build and maintain relationships with a network of people who may be able to assist in achieving objectives at both programme and company level
- Recognise the two-way nature of relationships and works to develop mutually beneficial partnerships with other agencies and project promoters
- Interact with others in a manner that builds respect and fosters trust

GENERAL:

- Be fully aware and strictly abide by the operating rules of the programme, relevant circulars and operational procedures of West Limerick Resources and the Limerick Local and Community Development Committee as LAG
- Assist in the maintenance of a contact databases for correspondence
- Identify opportunities to improve efficiencies
- Undertake other duties as may reasonably be requested

PERSON SPECIFICATION

PRINCIPAL QUALIFICATIONS & EXPERIENCE:

- Relevant qualification in Rural Development/Community Development/Project Management/Business or other relevant discipline linked to the programme themes of Economic Development/Social Inclusion/Sustainable Development is desirable.
- Previous experience of working effectively as part of a dynamic team
- Strong organisational skills and the capacity to review the work of colleagues
- Strong communication and interpersonal skills with ability to communicate all levels within an organisation

ESSENTIAL SKILLS:

- Excellent IT skills across a range of platforms including
 - MS Office (Outlook, Word, Excel, Powerpoint at minimum)
 - Website Maintenance
 - Teams and/or Zoom
 - Online tools such as Canva, MailChimp, Event Brite etc
 - Social Media including Facebook and Instagram
- Excellent written and verbal communication skills and fluency in the English language
- Excellent Interpersonal Skills with ability to work on own initiative and as part of a team

PERSONAL ATTRIBUTES:

- A structured and organised approach to work with the ability to prioritise and manage a varied workload
- Demonstrate a flexible and adaptable approach to work in fast paced demanding environment
- Ability to produce high quality and accurate work output to required deadlines
- Ability to learn new skills quickly
- Ability to collaborate and cooperate to get the job done
- Approaches work in a professional, friendly and courteous manner; - Enthusiastic, pragmatic and motivated.

GENERAL REQUIREMENTS:

- Full clean driving licence and access to transport
- Prepared to work occasional evenings/weekends

DESIRABLE:

- Experience of LEADER Programme and/or of other grant aid programmes
- Knowledge of work of West Limerick Resources and empathy with ethos of Company
- Experience of using Sharepoint

APPLICATION PROCEDURE

Submission: Cover letter together with a completed application form should be marked confidential and sent to:

The Manager, West Limerick Resources CLG, St. Mary's Rd, Newcastle West, Co. Limerick.

Tel (069) 62222, Fax: (069) 61870. E-mail: info@wlr.ie .

Closing Date: 5pm, Monday 9th December 2024

Candidates may be shortlisted for interview.

Interviews to take place the week commencing 16th December 2024

WEST LIMERICK RESOURCES LTD IS COMMITTED TO A POLICY OF EQUAL OPPORTUNITY.