

LEADER Programme in County Meath

2 x LEADER Investment Fund Administrators

Contract: 16th April 2018 to 31st December 2019 on a full-time basis

Based: Kells, County Meath

Salary: €35,000 to €40,000 – negotiable and subject to experience.

Apply with CV and Letter of Application to info@meathpartnership.ie by 12 noon on Wednesday 28th March 2018. Late applications will not be considered. Shortlisting will apply and interviews are likely to be held on 5th and 6th April. Enquiries to jennifer.nolan@meathpartnership.ie

Job Purpose

The LEADER Programme in County Meath has a capital fund of €5,000,000 to be invested over the next four years providing grants and other supports to innovative business and community proposals that promote economic development and enhance quality of life for those residing in and visiting County Meath. Our aim over the next 4 years is to invest in projects that are demonstrably adding to the social and economic fabric of the county in areas such as tourism, food production, renewable energy, the Environment, heritage, social enterprise and community infrastructure.

The LEADER Fund Administrator, working as part of a small and dynamic team, will drive the investment of this fund in high level projects. This will require building and developing grassroots relationships with LEADER appropriate customers, both enterprise and community and supporting their journey through the LEADER grant award process.

Job Responsibilities

Reporting to the Programmes Manager and CEO, the LEADER Fund Administrator will have the following responsibilities, to:

1. Secure high quality applications by leading the animation and promotion of the LEADER Programme Investment Fund in county Meath.
2. Co-design and deliver capacity building programmes across the county to support applications to the Fund
3. Administering project calls and applications in line with programme requirements (EU regulations, Programme Operating Rules, etc.)
4. Prepare and present project assessment reports to an independent evaluation committee and to the Local Action Group as the decision-making body
5. Administer the LEADER ICT System for reporting, monitoring and verification purposes
6. Achieve annual Fund investment targets as specified in the Local Development Strategy annual action plan
7. Build successful partnerships with local development agencies, local authority, LEO and the social, voluntary and enterprise community in County Meath

8. Support the marketing and communications work of LEADER and Meath Partnership
9. Manage the investment relationship with LEADER grantees and project promoters, including performance management and monitoring

Personal Specification

- A relevant 3rd level qualification in areas such as rural development, business, community development or equivalent
- Professional experience in working with individuals, communities and small businesses in developing projects and managing applications for funding/finance/grant aid etc.
- Deep experience and knowledge of the community and enterprise sector and of how to support the development of successful investment propositions
- Experience and knowledge of the business planning processes, business and cash flow planning and business plan analysis
- Capacity to adopt a strategic approach to rural development and a good understanding of the rural development policy context
- Experience of capacity building work with communities and organisations
- Track record of portfolio fund management in the social and/or enterprise sector
- Strong track record of partnership building
- Strong analytical, organisational and administration skills
- Commitment to excellence, innovation and problem-solving
- Comfortable working in an entrepreneurial culture and a fast-moving environment
- Excellent communication skills - verbal and written
- A person who people instinctively like, trust and enjoy working with

As part of the LEADER team, you will work to meet programme targets, track progress and prepare reports on results achieved. At all times, you will represent Meath Partnership in accordance with our vision, mission and values, will undertake training and development as requested by CEO, and may be asked to take on other duties at the request of the CEO.

Meath Partnership is an Equal Opportunities Employer.

Terms of Employment

2 x full-time positions are available working 37.5 hours per week. The nature of the work may require working unsocial hours i.e. evenings and weekend and access to own transport is essential for all positions given the outreach nature of the posts on offer. This position is subject to Garda Vetting in line with Meath Partnership policy.

Duration: Specified purpose contract subject to continued provision of LEADER funding. A six month probationary period applies.

Leave: The annual leave entitlement is twenty (20) days per annum, pro-rata for shorter periods. Entitlement to leave for Public Holidays is in accordance with the terms of the Organisation of Working Time Act 1997. Meath Partnership closes for five (5) days at Christmas; this time is additional to the annual leave entitlement detailed above.