

JOB DESCRIPTION
BALLYHOURA DEVELOPMENT CLG

JOB TITLE: Development Officer

RESPONSIBLE FOR: The Development Officer will be responsible for designing, developing and delivering integrated supports to clients (communities, individuals & businesses), across a range of rural development and social inclusion initiatives, projects and programmes, throughout the Ballyhoura Development area, in line with the company's core economic and community development strategies.

REPORTING TO: Line Manager as appointed by the CEO of Ballyhoura Development CLG

Key responsibilities will focus on driving innovative community and economic development and diversification by means of some or all of the following:

- Support, work with, provide technical support and mentor local groups to enable them to maximise the benefit of LEADER, SICAP and other Programmes;
- Lead and engage in outreach activities to support communities and targeted clients to access and participate in appropriate, relevant activities and initiatives across broad-based community development and more targeted social inclusion focused activities;
- Initiate and support community-led initiatives in the areas of community development and enhancement, environment, employment creation, enterprise and social enterprise development;
- Develop, facilitate and drive strategic collaborative partnerships and networks focused on developing targeted responses to identified social inclusion and economic development needs;
- Provide support to communities to undertake Community Socio-Economic Planning processes, which may include leading, participating in, or assisting with various elements of the process;
- Identify and develop appropriate responses to gaps in supports, skills and services within the Ballyhoura area;
- Support clients with the preparation of applications for grant aid from the full range of available sources;
- Design and deliver a range of coordinated supports to clients experiencing social exclusion, from soft engagement to targeted education and training activities and into employment and self-employment;
- Develop the skills and capacity within the management and staffing structures of community organisations relating to governance and management best practice;
- Empower clients to participate more effectively in local, regional and national decision-making structures;
- Achieve and report on key programme indicators, as required;
- Update and maintain client relationship systems in line with company policy and Programme Operating rules;
- Anticipate opportunities and develop innovative project ideas, proposals and applications;
- Participate in the development and delivery of inter-territorial and transnational projects;
- Disseminate information and create awareness to improve knowledge and uptake of the range of finance and other supports available to clients to implement their ideas;
- Monitor inputs, outputs, outcomes and impacts through data collection, reports, case studies and by any other means which may be required by the company and/or programmes;
- Participate in and comply with all company actions and activities relating to continuous improvement, such as the Q Mark, the Governance and any other continuous improvement processes implemented by the company;
- Coordinate the smooth-running of the outreach office, including Community Support workers;
- Understand, be aware of and comply with all company policies and procedures;
- Attend any compulsory training organised by the company, and participate in other training events or courses relevant to your role.

Person Specification

Flexible

Able to work outside normal office hours, including some evening and weekend work

Eager to learn and pursue new opportunities

Terms & Conditions

- Fixed Term Contract

- Salary Commensurate with Experience
- 23 days annual leave

Qualifications

- Primary degree in a community / rural / economic development related field, or similar

Required Skills & Experience for the Post

- At least 2 years' experience in a community / rural / economic development role;
- High level of IT proficiency;
- Demonstrable experience of delivery of community development initiatives;
- Experience of supporting SICAP / LEADER projects desirable;
- Strong administrative skills;
- Full clean driving license