# Hosting Proforma

Newry Mourne and Down District Council

 Name of Host

 Organisation

**1. Interchange Manager’s details**

Catrina Miskelly – Assistant Director: Corporate Services

(HR & Safeguarding)

 Name

 Organisation/

Newry Mourne and Down District Council

 Department

Downshire Civic Centre

Downshire Estate,

Ardglass Road

Downpatrick, BT30 6GQ

 Address

 Telephone Fax number

03301374025

 Number

recruitment@nmandd.org

 E-mail

Type of Opportunity

**Secondment** - Rural Development Project Officer

**2. Details of hosting opportunity**

 Description of opportunity

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| To offer guidance, advice and assistance to potential project applicants throughout the Programme cluster area.To assist with the co-ordination, promotion and implementation of the Mourne, Gullion and Lecale Local Action Group and the relevant areas. |

 Main objectives of the opportunity

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| 1. To provide development and technical support to applicants to assist with generating project ideas and preparing applications for funding.2. To ensure an open and transparent process is applied with efficient processing of applications, preparation of letters of offer with specific targets, outputs, outcomes for monitoring and evaluation of projects.3. To ensure that projects are assessed, delivered and evaluated to the standards required by the Managing Authority, auditors and Department of Agriculture, Environmental and Rural Affairs (DAERA) and present same to LAG Board and its sub committees.4. To assist the Rural Development Programme Manager with the development and implementation of projects and programmes under the measures and themes as identified in the Mourne, Gullion and Lecale strategy, i.e Rural Broadband and Cooperation Projects.5. To assist with the promotion of the new Rural Development Programme throughout the area in accordance with the Publicity and Communications Action Plan and attend organised events offering support and guidance to interested parties and individuals as required.6. To offer outreach support services including site visits to applicants to proactively encourage participation and interest in the Programme. 7. To prepare and present pro forma Economic Appraisals/Business Plans as appropriate for Assessment Panels.8. To prepare letters of offer to project promoters, liaising closely with Programme Manager to ensure targets, assist with monitoring and evaluation process.9. To ensure adequate and appropriate record keeping and that relevant databases are updated on a regular basis.10. To prepare reports or appeals papers as requested by the Local Action Group and to attend meetings as and when required by the Rural Development Programme Manager.11. Any other duties as directed, consistent with the nature and level of the post.12. Advise successful applicants on all letters of offer conditions i.e procurement claims etc.13. Prepare and vouch claims from project promoters. |

**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| * A relevant degree e.g. Business, Economic Development, Project Management etc

**AND**1 year’s relevant practical experience working in Economic Development or Project Development.**OR**In lieu of qualification, you must have 2 years’ relevant practical experience in Economic Development or Project Development.* Ability to demonstrate knowledge and skills in the following:
* Preparation/advice re business plans
* Budget setting and budget management
* PR activities
* Be able to demonstrate competence in use of Microsoft office applications including word, email, spreadsheets and databases.
* Able to work outside normal office hours – to attend meetings etc
* Hold a full current driving licence and access to transport, or access to transport to meet the requirements of the post.
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**4. Personnel: Please state below**

 Who will the individual report to?

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| Rural Development Programme Manager |

 Who will be the individual’s line manager and/or reporting officer?

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| Rural Development Programme Manager |

**5. Transfer of learning**

 Please give details of how the Opportunity will benefit your organisation, the

 individual and their organisation.

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| The benefits to Newry, Mourne and Down District Council will include:* Delivery of the Rural Development Programme to support the district.

The benefits to the individual will be:* Experienced gained in developing relationships and building up engagement in a challenging environment.
* Experience of working within Local Government

The benefits to their organisation will be:* Experience of delivery of a programme and of working with a wide range of central and local government, statutory and community partners.
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**6. Logistics**

Please provide details of the likely start date, duration, location, form of transport required, resources (i.e.; desk, PC, etc.) and funding arrangements for the opportunity.

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| **Duration:** Temporary until 31 December 2021 (Maternity Cover)**Location:** Downshire Civic Centre, Downpatrick (with some home working).**Resources:** Full office/development environment - standard resources (including a desk and PC) will be provided.**Funding:** The salary will be £27,741 - £29,577.**Selection:** Interview.**Further Information:** Human Resources Department – Tel: 0330 137 4466**Closing Date:** 5.00pm on Wednesday 08 September 2021 |

**7. Endorsement**

 **Interchange Manager**

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| **PP Louise Fitzsimons****(on Behalf of Catrina Miskelly)** |
| **20/08/2021** |

**Signed:**

**Date:**