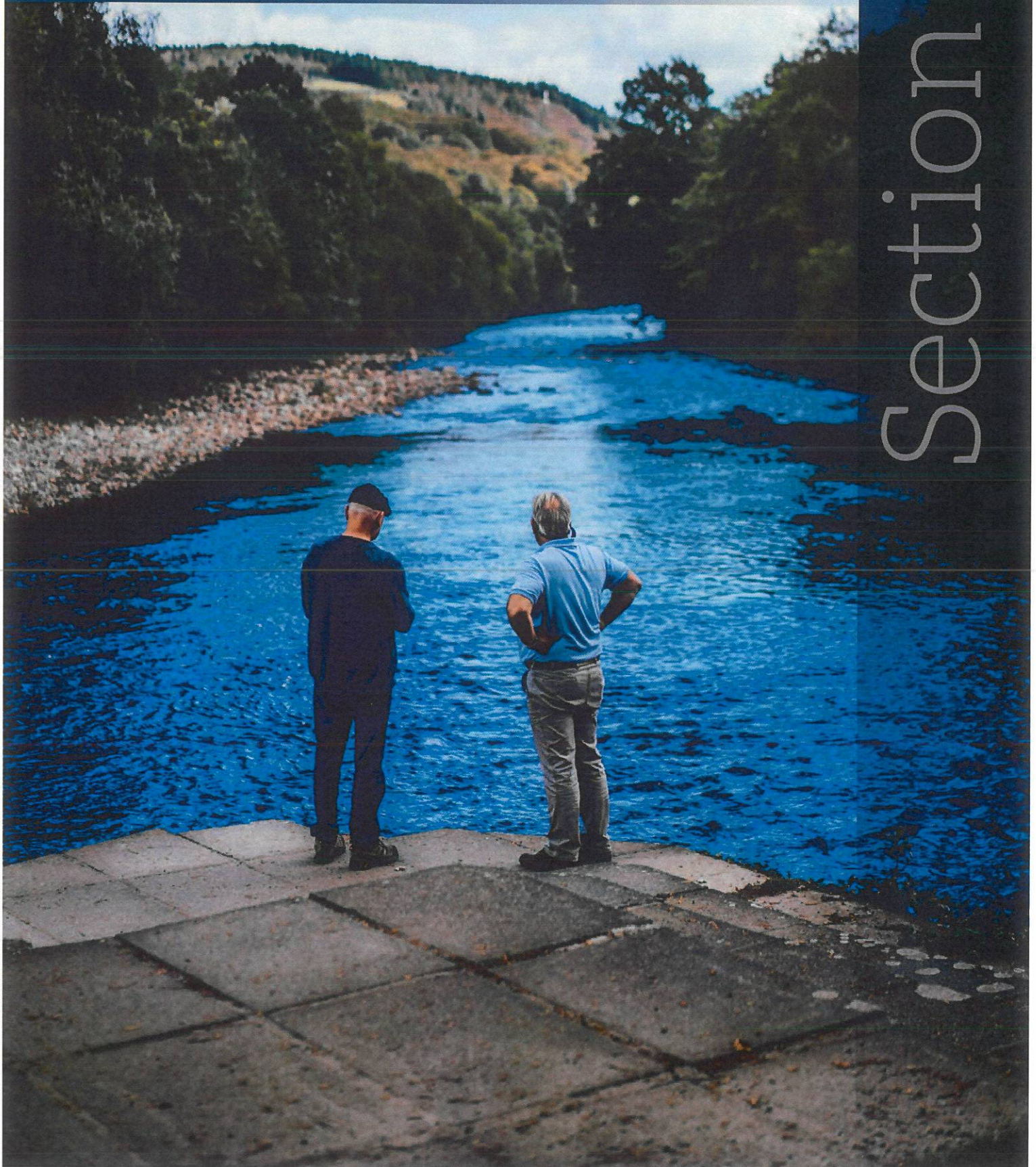


# Appendices

## Section 06





## **Wicklow LEADER Local Development Strategy (LDS) 2023-2027**

### **List of Appendices**

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## Appendix 1.1 Wicklow LCDC Standing Orders September 2014

### DEFINITIONS

Chief Officer means the person designated as such by the County Manager

'Committee' means a Local Community Development Committee;

'LCDC' – Local Community Development Committee

'functional area of a Committee', means the administrative area of Wicklow County Council

'local and community development programme' means any action, intervention, programme, scheme or any other support, financial or otherwise, which is concerned with promoting the interests of local communities

'publicly funded body' means a body whose funds, directly or indirectly and in whole or in part, come out of moneys provided by the Oireachtas for the purpose of performing its functions;

'representatives of local community interests', in relation to the functional area of a Committee, means persons who are representative of community interests that are concerned with promoting the development of aspects of those interests within that area and such representatives may include representatives of non-governmental organisations, development agencies, community based groups, recognised associations, cultural bodies, sporting bodies and social movements and networks

'plan' means the Local Community and Economic Plan

### INTRODUCTION

- (1) The purpose of these standing orders is to set out in detail the functions, composition, procedures and operation of the Wicklow Local Community Development Committee in accordance with the **Local Government Reform Act 2014** and in line with subsequent regulations and the Guidelines issued by the Department of Environment, Community and Local Government.
- (2) Part 6 of the Local Government Reform Act 2014 provides for the establishment of a Local Community Development Committee for the purposes of developing, co-ordinating and implementing a coherent and integrated approach to local and community development.
- (3) These Standing Orders set out the Committees policy and practice on those issues which it has power to determine. Should there be any doubt in interpretation of the Standing Orders, the Instruments and Articles of government will take precedence as the legal document.
- (4) The Local Community Development Committee is independent in the performance of its functions. The LCDC functions are set out in S.I. No. 234 of 2014

## **A. MEETINGS**

The Chairperson in conjunction with the Chief Officer will decide the frequency location and timing of meetings as well as the agenda, the objectives and expected outcomes of each meeting.

The LCDC will hold as many meetings as is necessary for the performance of its functions but should meet no less than six times in any calendar year.

Notice of meetings to be given no less than five working days before the meeting and should specify the place date and time.

The agenda is to be circulated no less than three working days in advance of the meeting.

Attendance at meetings will be recorded.

Full participation in meetings is confined to LCDC members. Generally, LCDC meetings are not open to the media or members of the public

## **B. CONFLICT OF INTEREST**

A potential conflict of interest is not automatic grounds for disqualification from being a member of the LCDC but is an important consideration in whether or not to accept a nomination.

It is recommended that no more than one board and/or employee of any single community and voluntary organization, community development body or local development body represented on the LCDC may be a member of the LCDC.

Local authority members and officials who are board members of any community or voluntary organization, community development body or local development body represented on the LCDC cannot be members of the LCDC

Each member should declare at the initial and subsequent relevant meeting of the LCDC any interest they have in:

- an application for funding or other support for decision by the LCDC;
- any initiative taken by the LCDC;
- any contract [service level agreement] or proposed contract that the member, or a person connected with the member may be directly or indirectly involved; or
- any matter from which the member, or anyone connected with the member, might benefit directly or indirectly from as a member of the LCDC

## **C. QUORUM/DECISION MAKING**

The quorum for the Committee meetings shall be 50% Of the membership, rounded up to the nearest whole number plus one (Article 41, S.I. No. 234 of 2014). Vacant positions are not included in the calculation of membership for quorum purposes.

A quorum is required to commence an LCDC meeting.

There is no requirement for a quorum to be maintained for decision-making purposes. Given the likelihood for frequent abstentions from votes to deal with conflicts of interest situations, the maintenance of a quorum at all times in the meeting would be too onerous to facilitate effective decision-making.

Each member present at a meeting of the Committee shall have a vote unless prohibited from voting under the terms of the Regulations or any other enactment.

At decision making level neither public authorities nor any single interest group shall represent more than 49% of the voting rights of the Committee.

Should members have to leave the meeting in order to maintain balance this will be done for the first meeting, initially by agreement and failing that by lottery. Thereafter it will be done by rotation.

All acts of the Committee, and all questions coming or arising before the Committee, shall be determined—

- (1) by consensus of those members present and eligible to vote, or
- (2) Where consensus cannot be achieved, by a majority of the votes of the members present and eligible to vote

Where a conflict of interest is declared by a member, that member will leave the meeting and will not be entitled to vote on the matter in which they have an interest. This decision is the responsibility of the member. Upon returning to the meeting the member will be notified of the decision by the Chair and no further discussion will take place.

No decision of the LCDC will be invalidated where a member should have vacated the meeting but did not.

#### **D. THE POSITION OF CHAIR AND VICE-CHAIR**

The members of the Committee shall select one of their number to be Chairperson at the first meeting of the Committee.

The position of Chairperson of the Committee shall be filled in the following manner:

- (1) the proceedings shall begin by a member or members of the Committee being proposed and seconded by other members of the Committee for the position of Chairperson and every person so proposed and seconded, and no other person, shall be considered for the position
- (2) where there is only one person so proposed and seconded, such person shall be deemed to be selected
- (3) where two or more persons are proposed and seconded a poll shall be taken;
- (4) if such a poll yields a majority for any one person, that person shall be deemed to be the Chairperson of the Committee
- (5) if such a poll does not yield a majority for any one person, the person receiving the least amount of support shall be excluded from the process and, subject to the provisions of paragraph (4), one or more further polls, as may be necessary, shall be taken
- (6) Paragraphs (4) and (5) shall apply in relation to such further poll or polls

(7) Where only two persons are proposed and seconded or where, as a result of one or more polls, all those proposed and seconded except two have been eliminated, the question as to which person shall be deemed to be Chairperson shall be put to the members of the Committee present and whichever of such persons receives the majority support of the members on such question shall be deemed to be Chairperson

(8) If, because of an equality of support, any question arises as to which of such persons is to be eliminated or as to which of such persons shall be the Chairperson, such question shall be decided by the drawing of lots

The Committee shall, immediately following the selection of the Chairperson, select a Vice-Chairperson to the Committee in the same manner as the selection of Chairperson

The Chairperson and Vice-Chairperson shall be appointed for a maximum

period of 3 years, whereupon they shall retire as Chairperson or Vice-Chairperson, as the case may be

Without prejudice to the generality of regulation 24, the Chairperson or

Vice-Chairperson shall cease to hold office where—

(1) they cease to be, or become disqualified from being, a member of the Committee, or

(2) the Committee, by resolution of not less than two-thirds of its members, rounded to the nearest whole number, determine to terminate their appointment as Chairperson or Vice-Chairperson, as the case may be.

The Chairperson or Vice-Chairperson of the Committee may resign their position at any time, such resignation to be notified to the chief officer and taking effect from the date specified therein or upon receipt of the notification by the chief officer, whichever is the later.

A former Chairperson of the Committee may not hold that position again for a period of 3 years after their tenure as Chairperson has ended.

If present at a meeting of the Committee, the Chairperson shall chair it. If, and for so long as, the Chairperson is not present, or the position of the chair is vacant, the Vice-Chairperson shall chair the meeting, but shall leave the chair upon the arrival at the meeting of the Chairperson, or, in the case of the filling a casual vacancy in the position of Chairperson, following the selection of Chairperson at that meeting. In the event of equal votes, the Chairman shall have a casting vote.

### **CONDUCT IN MEETINGS**

Procedures for dealing with disorderly conduct in meetings will be dealt with in accordance with Regulation 57

### **ETHICS IN PUBLIC OFFICE**

The LCDC shall comply with the requirements of the Ethics in Public Office Acts 1995 and 2001.

### **INTERPRETATION OF STANDING ORDERS**

A ruling of the Chair on any question or his interpretation of the Standing Orders shall be final. Should any question, doubt or dispute arise as to the area or functions or functioning

of a Committee or as to the application (save at a meeting) of standing orders to a Committee, the matter shall be determined by the Chair of the LCDC whose decision shall be final.

#### **MATTERS NOT COVERED BY STANDING ORDERS**

Matters not covered by Standing Orders will be covered by the Local Government Reform Act 2014 and in line with the Guidelines issued by the Department of Environment, Community and Local Government.

## **Appendix 1.2 LCDC/CWP Signed Heads of Agreement (2014)**

**(to be updated for 2023-2027)**

The Local Community Development Committee (LCDC) was established to:

1. have primary responsibility for coordinating, planning and overseeing local and community development funding, whether spent by local authorities or on behalf of the state by other local development bodies,
2. bring a more joined up approach to the implementation of local and community development programmes and interventions, pursuing an integrated approach to local community based services across providers and delivery structures,
3. drive meaningful citizen and community engagement in the scoping, planning, delivery and evaluation of local and community development programmes,
4. pursue a more cost efficient administration of local and community development programmes and delivery structures, the matching of resources to priorities and better value for money in the management and delivery of programmes.
5. focus on learning and feedback, enhancing the links between service delivery and policy development, and
6. Pursue opportunities for additional funding for the area, whether Exchequer, EU, private or other sources.

The LEADER element of the RDP 2014-2020 will provide €6.3m to address poverty reduction, social inclusion and economic development of rural areas in Co. Wicklow. A maximum of 25% of this will be required to cover administration, project development and monitoring costs. The programme is a community led approach to the delivery of rural development interventions that will be supported by a Local Development Strategy and implemented by interested groups at a local level.

Following respective approvals from the Board of County Wicklow Partnership (CWP) and the Local Community Development Committee (LCDC), it was agreed that the Wicklow Local Action Group would be a partnership between the LCDC and the CWP.

On that basis, an Expression of Interest application was prepared under the first phase of the LEADER Programme, by the LCDC/CWP as partners. This Expression of Interest was subsequently accepted by the Department of Environment, Community and Local Government (DECLG).

The preparation of the Local Development Strategy (LDS) by the LCDC/CWP is now taking place, and will be finalised and submitted to the DECLG by the end of the year.

On the 1<sup>st</sup> October 2015, draft LEADER Operating Rules were received from the DECLG. The operating rules are the framework to support and ensure the compliance of

LEADER interventions with EU and National requirements. In particular the rules set out the general basis on which each Local Action Group (LAG) will deliver the LEADER element of the Rural Development Programme (RDP) 2014-2020. The rules apply to the implementation of each LAG's LDS and supplement the terms and conditions of the contract between each LAG and the Department.

It is clear from the operating rules and from a Governance perspective, that the LCDC has to be the LAG and that the joint approach is not feasible. The Department, while not specifically stating that it is their policy that the LCDC should be the LAG in each County, is desirous that it should be so. The recommendation is that the LCDC operates as the LAG



and that County Wicklow Partnership as the lead implementation partner administer and deliver the projects under the LEADER Programme, by way of a Service Level Agreement (SLA).

### **Heads of Agreement**

On the proposed implementation arrangement for LEADER element of the Rural Development Programme (RDP) 2014-2020 in Wicklow where the Local Community Development Committee (LCDC) is the Local Action Group (LAG).

#### **The role of the LCDC will be to:**

- Set out the overall strategic direction and agree the main Local Development Strategy (LDS) priorities
- Monitor and review performance of County Wicklow Partnership (CWP) as lead implementation partner as per the Service Level Agreement between the LCDC and CWP
- Delegate to CWP the sole implementation role
- Delegate to the Local Authority the financial partner role including final responsibility for Article 28 checks, payment of funds and indemnification of the LAG and the designated implementing partners.

### **Principles of the Partnership Approach**

The proposed arrangements will operate on the following basis:-

- The LCDC will ensure coherence with the community led LDS when selecting operations, by prioritising these operations according to their contribution to meeting that strategy's objectives and targets; CWP will discharge their role under a Service Level Agreement with the LCDC.
- CWP's role will be as the implementing partner of the LCDC for the duration of the LEADER programming period, subject to continued compliance with the requirements of the Managing Authority (Department) and as per the Service Level Agreement with the LCDC
- The implementing role will be assigned to CWP for all project implementation elements of the programme i.e. there will be no fragmentation of the programme delivery role and funding among other Local Action Group Partners
- Provision will be made in the local development strategy for CWP to cover the geographic area within the Local Action Group's boundary; the implementation role would be carried out by CWP in the entire LDS area. CWP will have responsibility and accountability for the delivery of the local development strategy and the implementation of the programme actions in this area
- The operating methodology will be based on the Community Led Local Development (CLLD)/ LEADER specificities<sup>1</sup> and will be proactive, flexible and responsive to local needs and opportunities.

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<sup>1</sup> Seven Specificities of LEADER are:

All additional CLLD/LEADER programmes, where managed by the LCDC and as appropriate funds to be delivered by the LCDC and the implementing partner as provided for in the EU Regulations; 'some elements of smaller, locally focused agriculture schemes such as water quality/biodiversity/EIP groups (Section 4.2) and outcome based conservation projections (Section 1 c) and artisan food cooperation measures (Section 5c) could be delivered through local structures such as LEADER'.

- The total required administration and animation Programme Budget allocation will be made available to CWP save any amount required/agreed for performance of Article 28 checks where these are the responsibility of the lead financial partner.

<b>Role/Task</b>	<b>Implemented by</b>
<b>Application Phase</b>	
Preparation of Expression of Interest application under the first phase of the LEADER application and selection process	CWP in consultation with LCDC
Approval of Expression of Interest prior to submission	LCDC and CWP Board (Joint EOI)
<b>Local Development Strategy Development</b>	
Preparation of the Local Development Strategy including strategic priorities	Lead role CWP in collaboration with LCDC partners
Agreeing the Local Development Strategy and strategic priorities and objectives and overseeing the development of this strategy	LCDC
Approval of the LDS before submission	LCDC
Approval of the Local Action Group partners role in the implementation of the Local Development Strategy	LCDC to approve CWP as sole implementing partners and the Local Authority as the lead financial partner

Over the course of the life of the EU LEADER suite of Programmes (1991-present day) seven specificities (operational principles) have been identified as underpinning the unique approach to rural development.


1. Area based approach
2. Bottom up approach
3. Local group (partnership approach)
4. Integrated and Sustainable Development Strategies
5. Multi sectoral integration
6. Trans National and Inter Territorial Cooperation and
7. Networking

<b>Regulatory Framework 2014-2020</b>	
<b>Tasks</b>	
<b>Building the capacity of local actors to develop and implement operations including fostering their project management capabilities</b>	<b>CWP</b>
Specific Tasks:	
Implementing, managing and coordinating animation activity in the Local Action Group's area	CWP
<b>Drawing up a non-discriminatory and transparent selection procedure and objective criteria for the selection of operations, which avoid conflicts of interest, ensure that at least 50% of the votes in selection decisions are cast by partners which are not public authorities, and allow selection by written procedure</b>	LCDC in consultation with CWP
<b>Preparing and publishing calls for proposals or an ongoing project submission procedure, including defining selection criteria</b>	CWP in consultation with the LCDC
Specific Tasks:	
Approve generally calls for proposals in accordance with the priorities and objectives set out in the local development strategy	LCDC
Developing and issuing calls for proposals	CWP
Managing call for proposals processes	CWP
Managing open call project application processes	CWP
Defining selection criteria	<b>LCDC in consultation with CWP</b>
<b>Receiving and assessing applications for support</b>	CWP
Specific Tasks:	
Developing funding proposals with project promoters	CWP
Receiving and processing funding applications	CWP
Project development, management and monitoring work with project promoters	CWP
Developing and implementing local development company led projects	CWP
<b>Selecting operations and fixing the amount of support and, where relevant, presenting the proposals to the body responsible for final verification of eligibility before approval</b>	LCDC and CWP
Specific Tasks:	
Membership of the LEADER Evaluation Committee	Membership approved by


(Independent Advisory Committee) will be independent and will not include any members from the CWP Board or LCDC Committee.	both LCDC Committee and CWP Board
Ultimate approval for LEADER funded applications	LCDC
Formal evaluation of projects (Evaluation Committee)	CWP
All LEADER project applications seeking grant aid up to a maximum of €50,000 will be presented in full to the Evaluation Committee and then to the Board of CWP for decision. Projects will then be forwarded to the LCDC.	Board of CWP
All project applications seeking grant aid in excess of €50,000 will be presented in full to the Independent Advisory Committee, CWP Board and the LCDC.	LCDC
Submission of proposals to reject project applications for decision	Board of CWP
Preparing and issuing Letters of Offer and contracts with project promoters on behalf of the Local Action Group. Appropriate Logos	CWP
Preparing and collating documentation for Article 28 checks	CWP
Submission of files to appropriate body for Article 28 checks	CWP
General file management, audit compliance and administration related to above actions	CWP
<b>Monitoring the implementing of the community led local development strategy and the operations supported and carrying out specific evaluation activities linked to that strategy</b>	LCDC and CWP
Specific Tasks:	
Report quarterly on Activity to Local Action Group	CWP
Monitor and review performance of CWP as lead implementation partner as per Service Level Agreement with the LCDC	LCDC
Monitor and review on an ongoing basis progress under the LDS and agree corrective action, where required	LCDC and CWP
Providing advance administration and animation funding to the implementation partners (local development companies)	Local Authority as Lead Financial Partner
Making payments to CWP on behalf of the LAG	Local Authority as Lead Financial Partner
Making payments to promoters on behalf of the LAG	CWP? Needs clarification LCDC or CWP (CCMA issue)




Submitting claims to the appropriate body for Article 28 administrative checks	CWP
Requesting quarterly drawdown of monies from DECLG	Local Authority as Lead Financial Partner


  
Mr Michael Nicholson  
Chief Officer to the LCDC


Present when the seal of Wicklow County Council was affixed hereto:


  
Director of Services


  
Nominated Member

SR 333/15  
18/10/15

  
Nominated Employee

  
Cllr Pat Casey  
Chairperson to the LCDC

  
Mr Tom Gregan  
Chairperson County Wicklow Partnership

  
Mr Frank d'Arcy  
C.E.O. County Wicklow Partnership



## County Wicklow Partnership

### Job Description for Chief Executive Officer

#### Reporting to

The Board of County Wicklow Partnership.

#### Background

County Wicklow Partnership is engaged in the planning and delivery of a range of rural development, community development and social inclusion programmes and initiatives in Co. Wicklow (excluding the Bray area in respect of the SICAP programme) as follows:

1. Rural Development Programme – LEADER 2014-2020 & LEADER Transition Programme 2020-2021
2. Family Support Services - Wicklow Child & Family Project
3. Social Inclusion & Community Activation Programme (SICAP)
4. Healthy Food Made Easy
5. Rural Social Scheme
6. Walks Scheme/Rural Recreation
7. The Tunnel Project – Arklow mental health project (HSE)
8. Social Prescribing & Wellbeing Programme
9. Tús Programme
10. Living well programme (HSE)

#### Areas of responsibility

##### Main Areas of responsibility

The CEO of County Wicklow Partnership will be responsible for:

- The overall management of the affairs and operations of the company in order to fulfil its aims and objectives, and deliver on its vision:  
*“To effect change in the county by supporting the social, cultural, economic and environmental well being of individuals, families, groups and communities”*
- Managing the delivery of the above Programmes.
- Determining and formulating strategies, policies and objectives and providing overall direction for County Wicklow Partnership, with the Board of directors.
- Implementing recommendations from the recently completed Organisational Review of the Company, in conjunction with the Board and staff of the company.

The CEO will also be responsible for:

- Securing funding for existing programmes and new programmes and initiatives from traditional and non-traditional funding sources.
- Representing and promoting the company at local and national levels to various bodies with a view to promoting services, exchanging ideas and accomplishing objectives.
- Working with local stakeholders to identify and develop new opportunities for the Partnership to support wellbeing of communities in the area.

- Developing strategic alliances with relevant bodies and networks to jointly explore and generate new economic and social opportunities for the area.
- Setting and monitoring targets for the programmes delivered by the company.
- Ensuring that the company's programmes achieve value for money in their delivery.
- Managing change effectively in the company.
- Conferring with board members and staff members to discuss issues, coordinate activities, and resolve problems.
- Reviewing operations on an ongoing basis to evaluate the performance of the staff in meeting the objectives of the programmes delivered by the company.
- Ensuring the necessary structure and resources are in place to meet the company's strategic and governance agendas.
- Managing the ongoing integration process to ensure a smooth transition from the original three companies into one company.
- Ensuring the provision of appropriate management and financial accounts of the company to the Board in a timely fashion.
- Ensuring compliance with all statutory responsibilities.
- Carrying out any other duties or responsibilities as set out by the Board.

### **Person Specification**

The CEO will be a highly motivated and efficient person with extensive experience in the development and implementation of strategy, policy and operations in the areas of rural development, community development and social inclusion. Specific requirements of the position will include:

#### **1. Education**

The ideal candidate will have:

- A Bachelor's Degree, or Diploma, in a relevant field.

#### **2. Knowledge and Experience**

- Five or more years' experience working in rural development, community development, social inclusion, enterprise development or a related field.
- Previous experience at CEO or general manager level.
- Experienced in policy development and/or project work.
- An appropriate understanding of rural development, community development and social inclusion work.
- Experienced in financial planning/forecasting, financial management, budgeting and expenditure control.
- Demonstrated knowledge of good governance in the local development sector.
- Competence in using a PC, software packages, databases and spreadsheets.
- Demonstrated experience in human resource management.

#### **3. Strategic Decision Making Abilities**

- A strong strategic perspective with the ability to build, prioritise and implement focused and viable strategies for the company.
- The ability to manage change, both in terms of identifying when fundamental changes are needed and also implementing change through consultation and planning.
- The ability to identify and develop key commercial opportunities for the company.
- The ability to exercise independent judgment.
- The ability to manage contract negotiations and implementation of same.

#### **4. Leadership / Teamwork**

- Proven ability to develop, motivate, and lead all levels of the organisation in both hierarchical and non-hierarchical situations.

- The ability to both work independently and participate as part of a multi-disciplinary team.
- The ability to effectively manage multiple projects and deadlines; hands-on approach to getting things done.

#### 5. Interpersonal / Communication Skills

- Excellent interpersonal, influencing and networking skills with a demonstrated capacity to build effective relationships across a wide spectrum of situations both within and outside the company including the Board of Directors.
- Ability to liaise with relevant and appropriate agencies in the promotion of the company.
- Ability to identify and manage conflict and sensitive issues to achieve positive outcomes with a high degree of probity, integrity and confidentiality.
- Excellent written and verbal communication skills with the ability to write clearly, succinctly and correctly in a well-structured and logical way.

#### Salary and Benefits:

Salary and benefits package is negotiable depending upon experience (based on the County Wicklow Partnership's salary scale for CEOs).



## **Appendix 1.4 CWP Head of Finance & Administration Job Description**



County Wicklow Partnership

### **Job Description – Head of Finance & Administration**

The Head of Finance & Administration will ensure effective strategic and operational decision making processes within the company.

The person appointed will oversee all day to day operations of the financial & administration function of County Wicklow Partnership (CWP).

S/he will ensure CWP complies with all statutory and external requirements and regulations, and that IT and HR processes support the effective running of the company.

The Head of Finance & Administration will be the key player in creating and maintaining CWP's healthy financial and administrative systems.

This position is a being delivered on a 4 day work week.

#### **Key responsibilities:**

- Establish financial systems, procedures & internal controls to match funder's requirements of reporting and charity regulations
- Prepare monthly income and expenditure reports for each programme for presentation to the Board
- Oversight of payroll system
- Legal compliance, company secretarial and Corporate Governance matters
- Staff supervision within the Admin section
- Contribute to the strategic planning, financial management and day-to-day running of the organisation

#### **Main duties:**

- Ensure accurate, complete & timely accounting of expenses and receipts, including monthly management accounts and bank reconciliations
- Ensure any contracts and expenses are adhering to public / EU procurement procedures and documentation is on file
- Timely submission of all monthly and ad hoc external reporting e.g. Companies Registration Office, Funding Bodies
- Review and authorise electronic and manual payments, liaison with banks

- Reporting to CWP Board and other relevant bodies – providing finance and other reports as required
- Establish and manage budget process for each of the programmes and continuously review budget vs actual spend
- Ensure all expenditures are eligible to be reclaimed and correctly classified as per the Service Level Agreements
- Ensure recording of costs is in line with the relevant funders Service Level Agreement
- Assist in audits by funders or other parties in relation to finance
- Continuous review of all finance policies & internal control procedures for each individual project
- Supervision of Admin Staff, including liaison with relevant programme managers
- Undertake financial analysis from time to time, to assist CWP in evaluating income streams, and potential for cost efficiencies
- Annual Accounts & Audit liaison
- Contribute to the overall leadership, strategic planning and management of CWP

#### **Other:**

- To undertake other duties as required by the CEO from time to time
- To work flexibly with senior management
- To maintain confidentiality over personnel information relating to CWP Staff and clients.

#### **Essential Qualities**

- Minimum three years' experience of office management/administration/finance systems
- Excellent IT skills, particularly in Excel
- Proven ability to produce budget plans and reports
- Experience in Staff supervision
- Demonstrated ability to work as part of a team
- Professional qualification in relevant area
- Advanced report writing skills
- Strong attention to detail

#### **Additional Preferred Qualities (Desirable but not essential)**

- A qualified Accountant (ACA/ACCA/CPA) with a minimum of 3 year's post-qualification experience
- Prior experience within charity / public sector beneficial

#### **Reporting**

The Head of Finance & Administration will report to the CEO, and will participate as needed on such management teams/bodies as may be required by the company.

Hours of Work: The post will be for a minimum of 28 hours per week.

## **Appendix 1.5 CWP Rural Development Officer Job Description**



**County Wicklow Partnership**

**Post:** Rural Development Officer

**Reporting to:** Chief Executive Officer

**Overall purpose of the job:** The Rural Development Officer will work on the implementation of the company's business plan for the delivery of the Rural Development Programme – LEADER programme.

### **Principal Responsibilities:**

- Inform, advise and assist communities and issue groups to avail of opportunities for development through RDP funding and in accordance with CWP's business plan for the programme.
- Inform, advise and assist private individuals to establish or expand businesses in rural areas through RDP funding and in accordance with CWP's business plan for the programme.
- Provide advice and support to the members of community organisations and small business relating to skills acquisition for planning and project development.
- Assess, prepare and evaluate project proposals to the Rural Development Programme (LEADER) and make recommendations on same to the Evaluation Committee.
- Present projects to the Evaluation Committee meetings and ensure that all information required on the projects is prepared for those meetings.
- Present projects to the Board of CWP and ensure that all information required on the projects is prepared for those meetings.
- Take responsibility for administration attached to all stages of project funding – from application to approval to payment and any post payment follow-up.
- Monitor and review compliance with terms and conditions of projects that have been approved for funding from the Rural Development Programme (LEADER).

- Liaise with Department Officials in relation to specific project queries and work with the RDP Project Team in formulating responses to Department requests for information.
- Contribute to the ongoing development of the RDP Programme Strategy and to the development of Programme policies and procedures relevant to the work
- Assist in the development of inter-territorial and / or transnational projects with European partners.
- Share responsibility with other company staff for promotion of the RDP by a variety of means and in various local and national media.
- Represent the company on local or county committees and attend meetings, trade fairs or other events on behalf of the company as requested by the CEO.
- Identify opportunities for cross collaboration with other company programmes.
- Contribute to the development of any company policies and procedures relevant to the work
- Participate in training pertinent to the post and company
- Complement activities of other staff and work as part of the overall company staff team.
- Participate in RDP team meetings and lead out on team initiatives where appropriate
- Report to the CEO on all matters relating to the work of the company and to provide weekly and monthly reports to the CEO or Administrators as required.

## **General**

Undertake any other duties as may be required from time to time by the Rural Development Manager or CEO in pursuance of the specific aims and objectives of the organisation.

## **PERSONAL SPECIFICATION FOR THE POST OF RURAL DEVELOPMENT OFFICER**

### **SKILLS AND ABILITIES**

- Facilitation, training and consultation skills
- Communication skills – written and oral
- Presentation Skills
- Organisational skills
- Networking / liaison skills
- Teamwork



- Problem solving skills
- Ability to work on own initiative
- Administration skills
- IT competence
- Strategic planning / business planning
- Managing time / deadlines

## **EXPERIENCE AND KNOWLEDGE**

- At least three years rural development experience – ideally with experience of both community development and enterprise development
- A proven track record in working with community groups and / or business
- A good understanding of rural development and the issues facing rural dwellers
- A proven track record of adopting a strategic approach to local development
- Knowledge of the policy context of the RDP
- Experience of working with state bodies
- Familiarity with the local development infrastructure in Co. Wicklow desirable

## **EDUCATION AND TRAINING**

- A diploma or degree in a relevant discipline
- Training relevant to the post.
- Willing to engage in further training / professional development

## **PERSONAL QUALITIES**

- Professional, dynamic, enthusiastic, flexible, approachable, team oriented and consultative
- Positive attitude
- A self starter able to work on their own initiative

## **OTHER**

- Commitment to rural development and social inclusion.
- Use of a car for work and to have a full clean driver's licence.
- Willing to work outside normal office hours.

## **Appendix 1.6 CWP RDP Administrator Job Description**



### **County Wicklow Partnership**

**Job title: Administrator of Rural Development/LEADER Programme**

**Key responsibilities:**

- Financial Accounting and Reporting to CEO, Executive & Board, Funders – including RDP, – monthly, quarterly, annually as applicable
- Ensure sufficient funds are available for payments including tracking core funding, invoicing, etc
- Participate in project audits, both internal and external, assist with budget controls.
- Meet with CWP and Government Department deadlines often at short notice as well as monthly standard return requirements.
- Ensuring compliance with procedural requirements of all funders is met. Particular compliance with RDP operating rules (and subsequent circulars)
- Promoter files / paperwork is compliant and available for inspection and to a very high standard.
- Maintain Department electronic IT system and database accurate reporting and attention to detail require maintaining this IT system.
- Maintain electronic and hard copy filing system.

**Key duties (additional detail available on each of these stages):**

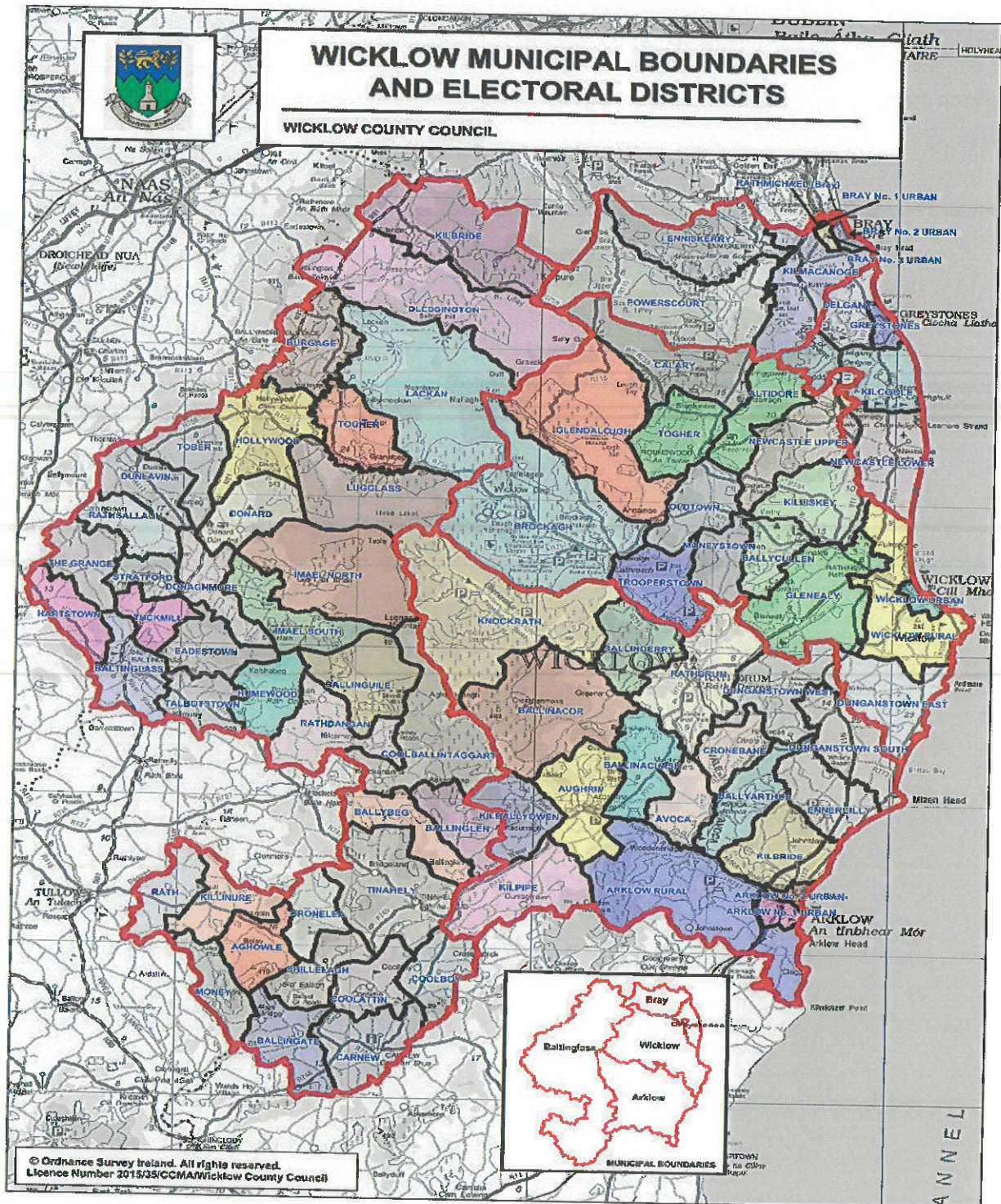
Project Administrative Duties at the following stages; Application Stage, Project Assessment Stage, Project Evaluation Stage, Grant Offer Stage, Payment Stage, Publicity.

**Skills Required:**

- Good computer skills which include Microsoft Office Word, Excel, Access and Power Point.
- In your role as administrative assistant you will be expected to be part of administration team and as such your job will involve you in supporting other members of the team from time to time.
- Understand the work flow of the Rural Development Programme (LEADER) and operations to anticipate and meet work capacity needs.
- Understanding of basic accountancy principles necessary for monthly bank reconciling.



- ## Appendix 2.1 Map of LAG area including Electoral Divisions



### **Appendix 3 LDS Financial Plan**

Attached separately in PDF and EXCEL formats. Please note these documents are password encrypted for GDPR purposes with the password supplied separately.

## **Appendix 4 Additional Appendices**

Please access these documents via the following secure link:

<https://cwp.workplace.datto.com/filelink/2fdc7-50b3e196-6160b3d3f9-2>

Password: CWP-vgyJLy

- 4.1 LAG Membership Profiles June 2023
- 4.2 Revised Guidelines for the Operation of LCDCs (2016)
- 4.3 LAG Procedures Manual (2019)
- 4.4 LEADER Article 48 Operational Procedures
- 4.5 LEADER Process Maps (2022)
- 4.6 WCC Procurement Policy and Procedures 2018 (due to be updated)
- 4.7 Wicklow County Council Audit Report 2021
- 4.8 County Wicklow Partnership Audit Report 2021
- 4.9 CWP Board Governance Manual (including company constitution) (March 2023)
- 4.10 CWP Data Protection Policy (2021)
- 4.11 Independent Evaluation Committee (IEC) Scoresheet