



**PEACEPLUS**

Northern Ireland - Ireland

Co-funded by the



European Union



UK Government

# COMHAIRLE CHONTAE LIATROMA LEITRIM COUNTY COUNCIL

## Candidate Information Booklet (Please read carefully)

**Post of:  
PEACEPLUS 1.4 Project Officer  
Specified Purpose Contract**

**Closing Date: 4:00 p.m. Thursday 20<sup>th</sup> March 2025**

### Important Notes

Completed Application Form (*inclusive of all other required documentation*) must be emailed in **PDF Format only** as **One Single Document** (not individual scanned documents) to [jobs@leitrimcoco.ie](mailto:jobs@leitrimcoco.ie).

Please quote '**PEACEPLUS 1.4 Project Officer Application**' followed by your **name** in the subject line of the email.

**Note:** Hard copy Application Forms will not be accepted

## General Information:

County Leitrim, located in the North West of Ireland, has a growing economy, picturesque landscape, vibrant communities and a strong arts and cultural sector. Leitrim County Council’s vision is to build an economically strong, creative, inclusive county, making Leitrim the best place to live, work, invest and visit. Key to the achievement of our priorities and objectives is a skilled and committed workforce, supported by enabling technologies, efficient work processes and learning and development opportunities. We are committed to the training, support and encouragement of our staff and we offer benefits across family friendly initiatives, personal development and wellbeing of staff.

## Background:

PEACEPLUS is a new a €1.14bn European Union funding programme designed to support peace and prosperity across Northern Ireland and the border counties of Ireland, building upon the work of the previous PEACE and INTERREG Programmes. The design reflects the importance of peace-building activity, but also the importance of actions that will contribute positively to the economy, building prosperity and adjusting to the new environment and challenges we face. The PEACEPLUS Programme represents investment in the social, economic and environmental development of Northern Ireland and the border counties of Ireland.

The PEACE PLUS programme comprises six themes, which include 21 individual investment areas as outlined in **Fig 1** and approved by the NI Executive, Irish Government and North South Ministerial Council.

Figure 1: PEACEPLUS Themes



## **Theme 1 – Building Peaceful and Thriving Communities – Investment Area 1.4: Re-imaging Communities**

This is a programme of transformative reimagining projects which will fund large regional capital projects to create new shared spaces for use by all communities, or increase the shared usage of existing facilities. It will result in an increased number of individuals and groups utilising shared spaces and accessing shared services.

Leitrim County Council in partnership with the Shannonside Regional Recreational Committee (SRC) have been awarded up to €15.3m by the Special EU Programmes Body (SEUPB) for the development of the Shannonside Peace Arena (SPA), a multi sports pavilion that will comprise of a double height multi-functional sports hall, high performance gym, changing rooms, meeting rooms, physio rooms, reception, canteen & activities room. In an area where there is a distinct lack of adequate sporting and recreational facilities the SPA will be an iconic, transformative and inclusive shared space located just outside Carrick-on-Shannon.

### **The Role:**

The **PEACEPLUS 1.4 Project Officer** is a key role on the SPA project. The 1.4 Project Officer will provide administrative, financial and statistical support to the PEACEPLUS Programme 1.4 – Shannonside Peace Arena (SPA) project. This is a mandatory position under the Programme Rules and will include working closely with the SEUPB-commissioned Evaluators, and Leitrim County Council Capital Office and Community Integration & PEACE Team and the SRC committee. The 1.4 Project Officer will also be required to support the PEACEPLUS Coordinator in the implementation of the overall programme.

The 1.4 Project Officer will work within these roles as part of a multi-disciplinary team, assisting with the implementation of the SPA project to achieve goals, targets and standards set out in the Letter of Offer. He/she will be expected to be a self-starter and use initiative and work to a high standard. The post holder will have a supervisory role in the day-to-day operations of the work area or as a team leader. The role requires excellent administrative, supervisory, interpersonal, communication, research, reporting, budgetary and timescale management, experience in the monitoring and evaluating of data and administrative and financial experience in preparing and compiling reports. The post holder will be expected to carry out their duties in a manner that enhances public trust and confidence and ensures impartial decision making.

### **The Qualifications:**

#### **1. Character**

Each candidate must be of good character.

#### **2. Health**

Each candidate must be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

#### **3. Citizenship**

Candidates must, by the date of any job offer, be:

- (a)** A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or
- (b)** A citizen of the United Kingdom (UK); or

- (c) A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
- (d) A non-EEA citizen who is a spouse or child of an EEA or UK or Swiss citizen and has a stamp 4 visa; or
- (e) A person awarded international protection under the International Protection Act 2015 or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa or
- (f) A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or the UK or Switzerland and has a stamp 4 visa.

#### **4. Education and Experience**

Each candidate must, on the latest date for receipt of completed application forms, have:

- (a) A Level 7 (on the National Framework of Qualifications) or relevant qualification in in one of the following areas: Finance, Accounting, Business, Statistics, Economics, Mathematics with a minimum of two years relevant work experience.

**OR**

- (b) A good standard of general education with five years relevant work experience of grant management including processing of claims, verification and monitoring, preparation of claims to funders.

**AND**

- (c) Project & event management, financial administration and budgeting skills.
- (d) Excellent ICT skills and knowledge of multiple software programmes.
- (e) Candidates must hold a clean, current Class B Driving Licence and will be required to have access to his/her own vehicle.

#### **Note:**

**Candidates must submit a copy of third level or relevant qualification from your awarding body and / or Quality & Qualifications Ireland (QQI) with your application. Foreign language qualification certificates must also be accompanied by a translation document of educational qualifications as outlined above.**

**Applications received without the necessary documentation will be deemed ineligible and will not be considered further.**

#### **Desirable though not essential:**

- Excellent knowledge of GDPR and Data Protection provisions.
- Knowledge of procurement of goods, specialist services and resources for the delivery of programmes.
- Knowledge of the principles and processes of community development with expertise in a broad range of development models

## Competencies for the Post:

Key Competencies for the post include the following and candidates will be expected to **demonstrate sufficient evidence within their application form** of competence under each of these. Please take note of these when completing the application form as any short-listing or interview processes will be based on the information provided by candidates:

<b>Delivering Results / Communicating Effectively</b>	<ul style="list-style-type: none"> <li>• Translates the business or team plan into clear priorities and actions for their area of responsibility.</li> <li>• Plans work and allocation of staff and other resources effectively.</li> <li>• Implements high quality service and customer care standards.</li> <li>• Makes decisions in a timely and well informed manner.</li> <li>• Develops and maintains positive, productive and beneficial working relationships.</li> <li>• Demonstrates the ability to recognise the value of and requirement to communicate effectively.</li> <li>• Demonstrates effective verbal and written communication skills.</li> <li>• Demonstrates good interpersonal skills.</li> </ul>
<b>Performance Management</b>	<ul style="list-style-type: none"> <li>• Leads and works with the team to achieve PEACEPLUS Action Plan objectives.</li> <li>• Effectively manages performance.</li> <li>• Ability to develop and deliver programmes and projects and to work to strict deadlines.</li> <li>• Ability to work on own initiative as well as an integral part of a team.</li> <li>• Strong organisational skills including meeting facilitation and administration.</li> </ul>
<b>Personal Effectiveness</b>	<ul style="list-style-type: none"> <li>• Is enthusiastic about the role and is motivated in the face of difficulties and obstacles.</li> <li>• Takes initiative and is open to taking on new challenges or responsibilities.</li> <li>• Manages time and workload effectively.</li> <li>• Has strong organisational skills including meeting facilitation and administration.</li> <li>• Has strong resource and project management skills.</li> <li>• Maintains a positive and constructive and enthusiastic attitude to their role.</li> <li>• Understands and implements change and demonstrates flexibility and openness to change.</li> <li>• Is a self-starter, strong on research and maintains resilience in securing buy in and commitment to overall concepts or projects.</li> </ul>

<b>Knowledge, Experience and Skills</b>	<ul style="list-style-type: none"> <li>• Demonstrates understanding of the role of the PEACEPLUS 1.4 Project Officer and the PEACEPLUS Action Plan in the context of wider local authority service delivery.</li> <li>• Demonstrates knowledge &amp; understanding of the structure and functions of local government.</li> <li>• Has knowledge of current local government issues, priorities, concerns and future direction.</li> <li>• Has relevant administrative, or economic/community development or project development, management and delivery experience.</li> <li>• Has experience of supervising staff.</li> <li>• Has experience of working as part of a team.</li> <li>• Has experience of preparing reports and correspondence.</li> </ul>
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### Principal Terms and Conditions:

The position is wholetime, **temporary** and pensionable. The appointment will be on the basis of a 4 Year Specified Purpose Contract of Employment related to the funding commitment by the Special EU Programmes Body (SEUPB). The post is contingent on, and aligned to, that specific funding provision for the delivery of the Shannonside Peace Arena PEACEPLUS project under Investment Area 1.4.

#### 1. Duties:

The duties of the office are to give to the local authority and

- (a) Such other local authorities or bodies for which the Chief Executive, for the purposes of the Local Government Acts, is Chief Executive, and
- (b) to any other local authority or body with which an agreement has been made by the local authority or by any of the authorities or bodies mentioned in sub-paragraph (a) of this paragraph,

under the general direction and control of the Chief Executive or of such other officers as the Chief Executive may from time to time determine, such appropriate services of an administrative, supervisory and advisory nature as are required for the exercise and performance of any of its powers, duties and functions as may be delegated to him or her by the Chief Executive from time to time and shall include the duty of deputising for other officers of the local authority.

The **PEACEPLUS 1.4 Project Officer** will report to the PEACEPLUS Coordinator and the Senior Executive Officer assigned to the project or such other officer as may be designated by the Chief Executive.

The key duties and responsibilities of the post of PEACEPLUS 1.4 Project Officer may include but are not limited to the following:

- Co-ordinating and implementing the financial, administrative and monitoring and evaluation requirements of the Shannonside Peace Arena project.
- Verifying all financial claims from the programme in accordance with Council Procedures and more stringent SEUPB programme guidelines and to meet EU level audit requirements.
- Submitting detailed quarterly claims to SEUPB on the JEMS online system including uploading of all relevant financial information and project progress reports.
- Providing PEACEPLUS quarterly forecasting, income and expenditure updates and financial reviews. Monitoring spend against targets, drafting budget variance reports and identifying potential slippage on an ongoing basis.

- Allocating Income Expenditure from SEUPB to Leitrim County Council and the SRC Committee including Financial year end reconciliations.
- Assisting the PEACEPLUS Coordinator in the implementation and maintenance of an electronic Evaluation and Monitoring system to meet the requirements of the PEACEPLUS Programme in collecting, monitoring and analysing data (including sensitive data) on over 7,000 participants.
- Analysing statistical data on participants from the programming element of the project on a regular basis to provide relevant updates to the Project Board and PEACEPLUS Coordinator on recruitment numbers and cross-community balance of participants.
- Liaising closely with SEUPB in relation to the financial administration of the programme and with the Finance section of Leitrim County Council to ensure the effective processing of claims / payments / audits.
- Collaborating and working with Leitrim County Council Capital Projects Office and the Community Development & Integration Team to ensure work programmes are implemented to deliver on the Council's operational plan.
- Meeting all project targets and milestones as determined by the funders SEUPB and the Project Committee.
- Assisting in the preparation and managing of tenders for sub projects, if appropriate.
- Publicising the work of the project in line with the PEACEPLUS Communications Plan and SEUPB communication guidelines.
- Working to strict deadlines and being available to work outside normal office hours as required.
- Compiling, preparing and presenting reports, presentations and responding to correspondence as necessary.
- Representing the office on committees or at meetings and giving progress reports as required.
- Assisting the handling day-to-day issues related to the Shannonside Peace Arena project, ensuring compliance with all council policies and procedures.
- Preparing interim and annual reports, including data on budgets and expenditure as required.
- Participating in and ensuring compliance with all Council policies and procedures and operating within the highest standards of personal behaviour which reflect the core values of the organisation.

### **Reporting**

- Ensuring compliance with all required local authority financial, management and governance reporting requirements of the PEACEPLUS programme.
- Responsibility for the preparation of relevant reports and performance related data, monitoring and evaluation of specific project targets and outputs, preparation of claims to the funder as required and to include entering data on the PEACEPLUS database.
- Collecting, maintaining and updating relevant data.
- Working with project partners to ensure that they are aware of and fulfil their reporting requirements.

### **Governance**

Ensuring the PEACEPLUS Work Programme conforms with all policies and procedures of the Local Authority and SEUPB and in line with the Governance Framework.

### **2. Salary:**

The Salary scale for the post of PEACEPLUS 1.4 Project Officer, applicable from 1<sup>st</sup> March 2025, is as follows (aligned to the Grade V – Staff Officer Scale):

**€51,210; €52,739; €54,301; €55,895; €57,501; €59,373 (LSI 1); €61,252 (LSI 2)**

Entry point to this scale will be determined in accordance with relevant Departmental Circulars. Offers of appointment to persons who are not serving local authority employees will be based on the minimum of this scale.

The rate of remuneration may be adjusted from time to time in line with Government Policy.

The salary shall be fully inclusive and shall be as determined from time to time. Holders of the office shall pay to the local authority any fees or other monies (other than their inclusive salary) payable to or received by them by virtue of their office or in respect of services which they are required by or under any enactment to perform.

### **3. Probation:**

All contracts will be subject to a probationary period of 6 months, during which the performance of the successful applicant will be regularly evaluated. If during that period, the Local Authority is satisfied that the appointee is unlikely to prove suitable for final appointment, the appointment may be terminated by the giving of one month's notice on either side, or, in the event of misconduct or negligence, without notice

The probationary period may be extended at the discretion of the Chief Executive of Leitrim County Council

Employment may be terminated by either party during probation or at the end of the probationary period on one week's notice.

### **4. Working Hours:**

The successful candidate's normal hours of work will be 35 hours per week. The role will require flexibility around working hours and evening and weekend work will arise in order to effectively deliver this programme. A system of 'Time in Lieu' will be in operation to reflect this. Overtime will not be paid.

The Council reserves the right to alter hours of work from time to time.

All hours of work will be subject to and recorded in accordance with the provisions of the Organisation of Working Time Act, 1997 and the Organisation of Working Time Act (Regulations) 2001.

### **5. Annual Leave:**

The annual leave entitlement for this post will be 30 days per annum.

### **6. Superannuation:**

All new entrants to pensionable public service employment on or after 1<sup>st</sup> January 2013 will be members of the Single Public Service Pension Scheme.

All members of the Single Public Service Pension Scheme will be required to contribute 3.5% of net pensionable remuneration plus 3% of pensionable remuneration. Pension and retirement lump sums for member of the Single Public Service Pension Scheme will be based on career-average pay; pensions will be co-ordinated with the State Pension Contribution Scheme.



Persons who are pensionable under the Local Government (Superannuation) (Consolidation) Scheme 1998, and are liable to pay the Class A rate of PRSI contribution, will be required in respect of superannuation to contribute to the local authority at the rate of 1.5% of pensionable remuneration plus 3.5% of net pensionable remuneration (i.e. pensionable remuneration less twice the annual rate of social insurance old age contributory pension payable at the maximum rate to a person with no adult dependant or qualified children). You will also be required in respect of the Local Government (Spouses and Childrens' Contributory Pension) Scheme to contribute to the local authority at the rate of 1.5% of pensionable remuneration in accordance with the terms of the Scheme.

Persons who become pensionable officers of a local authority who are liable to pay the Class D rate of PRSI contribution will be required in respect of his/her superannuation to contribute to the local authority at the rate of 5% of pensionable remuneration. You may also be required to pay Spouses and Children/Widows and Orphans contributions at the rate of 1.5% of pensionable remuneration.

## **7. Retirement Age:**

The Single Public Service Pension Scheme ("Single Scheme") as provided by the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 commenced with effect from 1st January 2013. The act introduced new retirement provisions for new entrants to the public service appointed on or after 1st January 2013, as well as to former public servants returning to the public service after a break of more than 26 weeks. In accordance with Circular Letter 24/2020 Single Pension Scheme Members normal retirement age will be in line with the age of eligibility for the State Pension (Contributory). Compulsory Retirement Age will be 70.

There is no mandatory retirement age for "new entrants" to the public service as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004. Anyone who is "not a new entrant" to the public service, as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004, is subject to a compulsory retirement age of 65 years – the Public Service Superannuation (Age of Retirement) Act 2018 provides for an increase in the compulsory retirement age of most pre-2004 public servants from age 65 to age 70.

## **8. Pension Abatement**

If an appointee has previously been employed in the Civil or Public Service and that appointee is entitled to, or in receipt of, a pension from the Civil or Public Service, or where a Civil/Public Service pension comes into payment during the appointee's re-employment, that pension will be subject to abatement in accordance with Section 52 of the Public Service Pensions (Single Scheme and other Provisions) Act 2012.

**Please note:** In applying for this position, you are acknowledging that you understand that the abatement provisions, where relevant, will apply. It is not envisaged that the employing Department/Office/Body will support an application for an abatement waiver in respect of appointments to this position.

## **9. Driving Licence**

Holders of the post may from time to time be required to travel in the course of their duties and for this purpose they shall possess a current unendorsed full driving licence (Category B) and, shall drive a motor car in the course of their duties and for this purpose provide and maintain a car to the satisfaction of the local authority. The post holder's Insurance policy must cover such use and must indemnify Leitrim

County Council.

Travel and subsistence expenses will be paid in accordance with nationally agreed rates applicable in the sector.

**10. Garda Vetting:**

The successful candidate may be subject to the Garda Vetting Procedures in line with the provisions of the National Vetting Bureau (Children & Vulnerable Persons) Act 2012 to 2016 as appropriate in advance of appointment.

**11. Residence:**

The holder of the post shall reside in the district in which his or her duties are to be performed or within a reasonable distance thereof and will be required to serve in the Local Authority's Offices, or wherever assigned by the Local Authority.

Leitrim County Council reserves the right to, at any time, re-assign an employee to any Department now or in the future.

**12. Outside Employment**

The position is whole-time and the employee may not engage in private practice or be connected with any outside business which would interfere with the performance of official duties.

**13. Data Protection:**

Please note that the information received is used solely for the purpose of considering your application. Such information held is subject to the rights and obligations set out in the Data Protection Acts, 1988, 2003 & 2018 and EU Regulation 2016/679.

## SELECTION PROCESS

- (i) Selection shall be by means of a competition based on an interview conducted by or on behalf of the local authority.
- (ii) Leitrim County Council reserves the right to shortlist applications on the basis of information supplied on the application form and only those shortlisted will be called for interview.
- (iii) Candidates called for interview will be assessed on the **competencies** for the post as set out above.
- (iv) A panel may be formed on the basis of such interview. Candidates whose names are on a panel and who satisfy the local authority that they possess the qualifications declared for the position and that they are otherwise suitable for appointment may within the life of the panel be appointed to this post. The life of the panel will not be more than one year from the date of formation of the panel.
- (v) The local authority shall require a person to whom an appointment is offered to take up such appointment within a period of not more than one month and if they fail to take up the appointment within such period or longer period as the local authority in its absolute discretion may determine, the local authority shall not appoint them.

All applications must be made on the official Application Form circulated with this notice or alternatively contact the HR Department on [jobs@leitrimcoco.ie](mailto:jobs@leitrimcoco.ie).

Completed Application Forms (inclusive of all required documentation) must be submitted in **PDF Format only** as **One Single Document** (not individual scanned documents).

**CLOSING DATE:**

Completed Application Forms must be submitted by **4:00 p.m. on Thursday 20<sup>th</sup> March 2024** via email only to [jobs@leitrimcoco.ie](mailto:jobs@leitrimcoco.ie). Applications received after this **date and time** will not be considered.

Please quote '**PEACEPLUS 1.4 Project Officer Application**' followed by your name in the subject line of the email.

Candidates will receive an automatic acknowledgement when they submit their application form to the above email. You should check your Spam/Junk Folders in the event that you do not receive this acknowledgement. The onus is on the candidate to ensure that their application has been received and acknowledged.

The responsibility rests with the applicant to ensure that their application form is **received** by the Human Resources Department of Leitrim County Council on time as outlined above. Candidates should ensure that they give themselves sufficient time to allow for any unforeseen circumstances which may arise and which may impact on their application form not being **received** on time.

Candidates must submit copy of relevant educational qualifications with their application. Applications received without the necessary documentation will be deemed ineligible and will not be considered further.

Candidates must also hold a current valid and unendorsed driving licence in respect of category B vehicles and must advise if this is not the case. A copy of Licence must be submitted with your application.

**NOTES:**

Applicants are reminded that any attempt by themselves or by any persons acting on their behalf directly or indirectly by means of written communication or otherwise to canvass or otherwise influence in the applicants favour any employee of the County Council or persons nominated by the Chief Executive to interview or examine applicants, will automatically disqualify the applicant for the position they are seeking.

**Leitrim County Council is an equal opportunities employer.**