

JOB DESCRIPTION

Job Title	Project Officer - Access to Rural Resilience
Report to	Manager
Salary Scale	NJC Scale 27 - 26 hours pro rata
Contract Period	2025 - 2028 (3yrs)
Based	Northern Area - Network offices
Employing Organisation	Northern Area Community Network

Overview:

The Project Coordinator will be responsible for the day-to-day management and implementation of the Access to Rural Resilience programme aimed at building good governance, enhancing leadership skills, and encouraging collaboration among rural community groups. The role involves coordinating training sessions, facilitating networking opportunities, and overseeing the mentoring programme. The Project Coordinator will work directly with community groups, helping to strengthen their capacity and ensuring the successful delivery of all project components.

Key Responsibilities:

1. Project Coordination and Management:

- Oversee the planning, implementation, and monitoring of all project activities.
- Coordinate training sessions, workshops, and networking events.
- Manage project timelines, ensuring that all milestones and objectives are met.

2. Stakeholder Engagement:

- Build and maintain relationships with rural community groups, mentors and other stakeholders.

- Facilitate focus group discussions to assess needs and identify challenges.
- Act as the primary point of contact for all project participants.

3. Training and Development:

- Develop training programmes to meet the specific needs of community groups.
- Coordinate logistics for training sessions, including venue selection, scheduling, and materials preparation.
- Deliver the training sessions throughout the programme

4. Mentoring and Support:

- Coordinate the mentoring programme and ensure effective communication and support.
- Monitor the progress of mentoring relationships and provide ongoing support as needed.

5. Networking and Collaboration:

- Organise regular and annual networking events, facilitating knowledge sharing and collaboration among community groups.
- Develop and manage online networking platforms to enhance continuous interaction and resource sharing.

6. Resource Management:

- Oversee the allocation of resource incentives to participant groups, ensuring that funds are used effectively and in alignment with project goals.
- Monitor the progress of funded projects, providing guidance and support as needed.

7. Reporting and Documentation:

- Prepare regular reports on project progress, including achievements, challenges, and lessons learned.
- Maintain accurate records of all project activities, including participant data, training materials, and financial documentation.

Note:

This job description is not intended to be prescriptive but is intended merely to give a general outline of the responsibilities of the post. Whilst this job description does not

form part of the contract of employment the Post holder will be consulted on any significant changes in duties and responsibilities.

Qualifications:

- Third level qualification in a relevant field (e.g., Community Development, Project Management, Social Sciences) and or at least 5 years relevant work experience in the field.
- Proven experience in project coordination or management, preferably in community development or rural settings.
- Strong organisational skills with the ability to manage multiple tasks and deadlines.
- Excellent communication and interpersonal skills, with the ability to engage and motivate diverse stakeholders.
- Experience in training facilitation, mentoring, or capacity-building initiatives.
- Proficiency in using digital tools for communication, collaboration, and project management.

Key Competencies:

- Leadership and team coordination
- Problem-solving and decision-making
- Strong attention to detail and ability to coordinate multiple operations
- Able to adopt and deal with changing situations
- Commitment to promoting good governance and community empowerment

Other

- Possess a full valid driving licence and has access to a car or can demonstrate mobility to carry out the functions of the job effectively and efficiently
- can work flexible hours