



## JOB OPPORTUNITY

### Administrative Assistant



**Position:** Administrative Assistant  
**Location:** Carron, The Burren, Co. Clare

Applications are invited from suitably qualified candidates for a fixed-term, 5-year contract position as an Administrative Assistant with High Nature Value Services (HNVS) Ltd. HNVS consists of a small team of dedicated people responsible for administering the Burren Programme.

#### **Programme Description**

Arising from the success of the BurrenLIFE Project (2004-2010) and the Burren Farming for Conservation Programme (2010-2015), the Burren Programme (BP) commenced in 2016 to continue, and expand, help to farmers in their vital role of managing and conserving the Burren's rich ecological, archaeological, geological and cultural heritage. This Locally Led Agri-Environment Scheme (LLAES) under the Rural Development Programme (RDP) is co-financed by the EU and DAFM, with support from NPWS. The Burren Team is based in Carron and led by Programme Manager, Dr Brendan Dunford.

The BP, like its predecessors, is innovative in that it promotes farming for conservation through result and reward based initiatives. Under Intervention 1 (I-1), there are scaled payment rates for species rich pastures where fields with higher scores receive higher payments. Farmers are also funded for carrying out site enhancement works under Intervention 2 (I-2) that can help farmers manage their farm and contribute to increasing their I-1 scores. I-2 tasks, nominated by the farmer, include removing immature scrub from species-rich pastures, repairing walls, installing gates, improving water supplies and enhancing access.

Further information on the Burren Programme is available at: [www.burrenprogramme.com](http://www.burrenprogramme.com).

#### **Job Description**

The successful candidate will be office-based and focus almost exclusively on carrying out administrative checks on farm plans. Specifically, he/she will:

- Carry out admin checks on draft 5-year Farm Plans.
- Carry out admin checks on Intervention 1 and Intervention 2 plans and payments.
- Communicate with farm advisors regarding plan approvals.
- Prepare farmer payment files to be approved prior to submission to DAFM.
- Manage Programme databases.

He/she will also be required to maintain records, enter data, and undertake any other reasonable tasks requested of them. He/she will work under the supervision of the Programme Manager (Brendan Dunford) and Admin/Financial Officer (Bryony Williams), and work closely with several members of the Programme team to support the delivery of the Burren Programme. The successful candidate will be based in the Carron office in the heart of the Burren.

#### **Essential criteria:**

- Previous experience working in an Administrative role.
- Have a high level of computer literacy.

- Competent in using Excel.
- Have transport to and from Carron for the full duration of the contract.
- Ability to work independently and with others.
- Fluent in spoken and written English.
- Possess a strong level of attention to detail and organisational abilities.
- Eligible to work in Ireland.

**Desirable criteria:**

- A relevant qualification in computing, IT, business studies, or any other relevant area that demonstrates administrative skills and experience.
- An Honours Bachelors degree or Higher Diploma in a business-related subject.
- Three-years post-qualification administration experience.
- A basic knowledge or interest in the Burren and its flora, fauna and agriculture.
- GIS skills.
- Competent in using Microsoft Access software.

**Salary:** €3,050 per month (€36,600 annual equivalent). **Start date:** 1<sup>st</sup>-15<sup>th</sup> May 2017.

Informal enquiries about this post can be made to Bryony Williams: [bryony@burrenlife.com](mailto:bryony@burrenlife.com).

**To Apply:**

Applicants should send a covering letter, detailed CV and the names and contact numbers of at least two referees via e-mail (in Word or PDF format only) to: [bryony@burrenlife.com](mailto:bryony@burrenlife.com). Applicants must put **Administrative Assistant** in the subject line of e-mail applications.

**The closing date for receipt of applications is 5pm on Monday 3<sup>rd</sup> April 2017.**

Please note that late applications will not be accepted.

Interviews are planned to be held Monday-Wednesday 10-12<sup>th</sup> April 2017.

Unsuccessful applicants will be notified, and details of those deemed suitable for appointment will be retained on an internal panel for consideration should similar posts arise in the future.