



Clare Local Development Company

Comhlacht Forbartha Áitiúil an Chláir

## Development Manager

### Role Profile & Person Specification

January 2025

**Job Title:** Development Manager

**Number of Hours:** 21 hours per week

**Contract Type:** Two-year fixed term contract

**Reporting to:** CLDC CEO

#### Role Profile

The Development Manager will work as a member of the senior management team, contributing to the management of existing company resources, providing programme management and strategic planning support, and developing new projects and opportunities.

Specifically the following;

- Contribute to the implementation of the CLDC Organisational Review recommendations (an internal organisational review with recommendations covering corporate governance, communications, organisational culture, senior management team, Board and subcommittee roles, responsibilities and effectiveness, organisational funding and strategic planning)
- Contribute to the development, implementation and review of a company strategic plan.
- Contribute to the development of company services.
- Management and development of existing company resources including Glebe House and Kilkee hub.
- Explore, pursue and develop new resources and opportunities for CLDC.
- Provide programme management support to the senior management team.
- Contribute to the management of company compliance.

**Salary:** CLDC Salary Scale - Manager Level (Level 2)

## **Person Specification**

The successful candidate will have:

- A minimum of three years' experience in a senior management role
- A third level qualification (Level 8 or higher)

The skillset and experience required for the role include the following:

- Project/resource management
- Project/resource development
- Strategic capability/strategic planning
- Management of people
- Communications and networking
- Financial management
- Administration
- Organisational compliance

In addition, the successful candidate must have:

- Excellent leadership skills
- Strong analytical skills
- Excellent communication and interpersonal skills – verbal and written
- Be a team player
- Strong organisational and IT skills
- Their own car and a full clean driving licence

The above is not an exhaustive list of all possible requirements for the role and may be added to in the course of the recruitment process.