



Comhairle Chontae Liatroma Leitrim County Council

Candidate Information Booklet (Please read carefully)

Post of:

Community Climate Action Officer

(Fixed Term Contract - to 31st December 2027)

Closing Date: 4.00pm Thursday 21st May 2026

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.

Please quote '**Community Climate Action 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 Northwest 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.

The Role:

The Community Climate Action Officer within Leitrim County Council will support our role in leading on climate action, with the successful candidate playing a key role in advocating for climate action and sustainability.

This is an exciting opportunity to work with local communities to promote local positive climate action as supported by the Community Climate Action Programme (CCAP).

The Community Climate Action Officer will be involved with assisting and motivating communities, PPNs or businesses to identify relevant projects/initiatives, which will contribute to meeting Ireland's climate targets and building awareness of the climate impact.

The Community Climate Action Officer will be required to initiate expressions of interest for funding, evaluate the eligibility of applications and play a key role in partnering with communities / PPNs whose projects were successful in receiving funding. The development of progress reports and overseeing expenditure are also key components of the role. The Community Climate Action Officer will also support implementation of the Leitrim Climate Action Plan and actions mobilising community climate action (outside of the CCAP). They will also be the point of contact for Leitrim County Council on the GAA Green Clubs Programme.

The Community Climate Action Officer will be required to work with other departments within the Council, to build relationships with citizens in the community, publicise events, make people aware of new initiatives and provide information that may be required to fully avail of the Council's wide range of services in relation to climate action.

The successful candidate will have the ability, drive and vision to engage and support the public to take climate action. They will support to empower those beginning and those already participating in climate action.

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:

- (i) (a) have obtained at least Grade D (or a Pass), in Higher or Ordinary Level, in five subjects (or four subjects if Irish is included) from the approved list of subjects in the Department of Education Established Leaving Certificate Examination or Leaving Certificate Vocational Programme including Irish and/or English and one of the following: Mathematics, Accounting, Business Organisation or Economics, **and**
(b) have obtained at least Grade C (or Honours) in Higher Level (or Honours) papers in three subjects in that examination (or two subjects if Irish and/or one of the following is included: Mathematics, Accounting, Business Organisation or Economics), **or**
- (ii) have obtained a comparable standard in an equivalent examination, **or**
- (iii) hold a third level qualification of at least degree standard,
- (iv) shall have satisfactory experience in administrative procedures, including adequate practical experience in work of an executive nature, office organisation and control of staff

Essential Requirements:

- Knowledge of current local government issues, priorities, concerns and future direction
- Relevant administrative experience at a sufficiently high level
- Ability to work within a team effectively
- Experience of compiling, preparing and presenting reports, presentations, correspondence etc.
- Effective financial and budget management skills
- Knowledge and experience of operating ICT systems.

Desirable, though not essential:

- Previous experience in community engagement
- Project management skills
- Experience of organising and managing events.

**** Please ensure that copy of the qualifications meeting the educational requirements above are submitted with your application. Foreign language qualification certificates must also be accompanied by a translation document. 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 or equivalent in the EU Model Driving Licence and must advise if this is not the case. A copy of Licence must be submitted with your application.

The Ideal Candidate Shall:

- Possess a good knowledge of Local Government functions, services and activities.
- Be interested and enthusiastic for the Climate Action agenda and have a good understanding of climate change adaptation and mitigation challenges relevant to Local Authority functions.
- Demonstrate knowledge of key policy areas including Energy, Green Infrastructure, Retrofitting, Sustainable Mobility (active transport and modal shift), Sustainable Energy Communities, Citizen Engagement, Just Transition, Land Use and Development, Biodiversity and Natural Environment.
- Have strong judgement and problem-solving skills and effecting or influencing behavioural change.
- Have experience of dealing with multiple stakeholders.
- Have a knowledge of health and safety legislation and regulations, and their application in the workplace.
- Demonstrate competence and experience of financial and budget management.

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 particular note of these when completing the application form as any short-listing or interview processes will be based on the information provided by candidates:

Management and Change	
Networking and Representing	<ul style="list-style-type: none"> • Demonstrates the ability to develop and maintain positive and beneficial relationships with relevant interests. • Demonstrates the ability to sustain a positive image and profile of the local authority.
Delivering Results	
Problem Solving and Decision Making	<ul style="list-style-type: none"> • Demonstrates the ability to act decisively and make timely, informed and effective decisions.
Operational Planning	<ul style="list-style-type: none"> • Demonstrates the ability to establish high quality service and customer care standards.
Communicating Effectively	<ul style="list-style-type: none"> • Demonstrates the ability to recognise the value of and requirement to communicate effectively • Demonstrates effective verbal and written communication skills
Personal Effectiveness	
Resilience and Personal Well Being	<ul style="list-style-type: none"> • Demonstrates appropriate and positive self-confidence. • Operates effectively in an environment with significant complexity and pace.
Knowledge & Understanding of the role/of local government	
Knowledge & Understanding of Role	<ul style="list-style-type: none"> • Demonstrates understanding of the role of Temporary Community Climate Action Officer in the context of wider local authority service delivery • Demonstrates knowledge& understanding of the structure and functions of local government • Demonstrates knowledge of current local government issues, future trends and strategic direction of local government

Principal Terms and Conditions:

The position is wholetime, **temporary** and pensionable and the appointment will be on the basis of a **Fixed Term Contract of Employment to 31st December 2027**, subject to a probationary period of 6 months.

1. Duties:

The **Community Climate Action** Officer shall perform such duties as may from time to time be assigned in relation to his/her employment and as may be appropriate to the role and the Council's functions in relation to Climate Action and shall carry out such instructions as may be given in relation to the performance of their duties.

Reporting to the Climate Action Co-ordinator, or such other officer as designated by the Chief Executive, the key duties and responsibilities of the post of **Community Climate Action Officer** may include, but are not limited to, the following:

- To support their line manager to ensure work programmes are implemented to deliver on the Council's corporate and operational plans, including planning and prioritising work and allocating resources.
- To develop and maintain productive working relationships, including providing information and assistance when required.
- To research, analyse and communicate information on specific climate action issues and policies as appropriate, including compiling, preparing and presenting reports, presentations, correspondence etc.
- To represent the local authority on committees and at meetings and to report on progress on their respective section as required.
- To provide support and administrative assistance in the delivery of Community Climate Action projects as required.
- To be involved in the day-to-day financial management of capital and operational expenditure in the section or department.
- To initiate expressions of interest for funding, evaluate the eligibility of applications and play a key role in partnering with communities / PPNs whose projects were successful in receiving funding
- To participate in corporate management activities and responsibilities appropriate to the grade.
- To undertake any other duties of a similar level and responsibility, as may be required, or assigned, from time to time.

These duties are indicative rather than exhaustive and outline the main functions and responsibilities of the post of the Community Climate Action Officer and may be subject to change in the future. The post holder may therefore be required to perform duties appropriate to the post, other than those detailed above and to take instruction from and report to an appropriate officer or such designated officer as may be assigned from time to time by Leitrim County Council.

2. Salary:

The Salary scale for the post of Community Climate Action Officer, analogous to Grade VI, (Scale effective from 1st February 2026) is within the range:

€57,895 - €59,276 - €60,960 - €64,126 - €66,017 - €68,367 (LSI1) - €70,730 (LSI2)

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. 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. 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. Leitrim County Council reserves the right to, at any time, assign an employee to any premises in use by the Council now or in the future.

4. Probation:

All contracts will be subject to a probationary period during which the performance of the successful applicant will be regularly evaluated. Such period shall be six months. 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.

5. Annual Leave:

The annual leave entitlement for this post will be 30 days per annum (pro-rata to the duration of any contract). The annual leave year is aligned to the calendar year i.e. January to December.

6. Working Hours:

The successful candidate's normal hours of work will be 35 hours per week. The role will involve flexible working hours and may include evening and weekend work.

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

All hours worked 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.

7. Superannuation:

All new entrants to pensionable public service employment on or after 1st 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.

8. 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.

9. 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.

10. Drivers Licence / Travel:

Holders of the post shall be required to possess a current unendorsed full driving license (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.

11. 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.

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 12 months 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 which are available to download on Leitrim County Council's website www.leitrim.ie or alternatively, contact the Human Resources Department (Email: 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 21st May 2026 via email only to jobs@leitrimcoco.ie. Applications received after this date and time will not be considered.

Please quote 'Community Climate Action 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.

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.