



Irish Seed Savers

Protecting Ireland's food crop heritage for future generations

- Role Title:** Project Officer
- Location:** Irish Seed Savers Association (ISSA), Capparoe, Scariff, Co. Clare.
- Reports To:** Executive Director
- Contract:** 1-year fixed term
- Hours:** 35 hours per week
- Salary:** € 32,000 - € 36,000 commensurate with experience
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General:

The Irish Seed Savers Association is Ireland's leading NGO working for the conservation of Ireland's heritage crops for food and agriculture, supporting sustainable food systems and biodiversity and practicing organics and agroecology. Along with our conservation work, we operate as a social enterprise, producing Irish Heritage apple trees and organic open-pollinated seed for sale, offering a wide range of learning events to the public and practitioners on subjects related to our work.

Role Overview:

The Irish Seed Savers Association has an exciting new opportunity for a Project Officer to support a range of important projects linked to our core work in the conservation of Ireland's food crop heritage. The Project Officer will provide critical support to ensure smooth execution of a number of key projects by managing schedules, documenting progress, facilitating communication, tracking budgets, and reporting to the relevant project managers. The role requires strong organisational, communication, and problem-solving skills.

Key Activities:

Core Responsibilities

- **Planning & Coordination:** Assist in developing project plans, defining scopes, setting timelines, and breaking projects into achievable tasks.
- **Documentation & Reporting:** Maintain up-to-date project records, status logs and meeting minutes.
- **Stakeholder Liaison:** Act as a primary liaison between teams, stakeholders and external partners to ensure clear communication and transparency.



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- **Budget Tracking:** Monitor project finances, track expenditures, and assist with financial reporting to prevent overspending.
- **Risk & Quality Control:** Identify potential risks early, suggest mitigation strategies and conduct quality checks on deliverables.
- **Meeting Logistics:** Schedule meetings, prepare agendas, and follow up on action items.

Essential Skills

- **Organisation:** Ability to multitask and manage competing deadlines in a fast-paced environment.
- **Communication:** Strong verbal and written skills for drafting reports and engaging stakeholders.
- **Problem-Solving:** Critical thinking to resolve minor project issues independently.
- **Technical Proficiency:** Mastery of project management software

Desirable Qualifications

- **Education:** Qualification in Business Administration, Project Management, similar.
- **Experience:** Minimum 1–3 years in an administrative or project-based role.

Benefits:

- Staff Discounts on ISSA products
- Free Parking
- Access to Employee Assistance Program
- Bike to Work Scheme

Terms and Conditions

The position of Project Officer will be offered as a 1-year contract with a three-month probationary period. The salary is commensurate with experience. This is a full-time 5 day a week position based at Irish Seed Savers Association, Capparoe, Co Clare.

Application

To apply for this role please submit an up-to-date CV and cover letter to development@irishseedsavers.ie with 'Project Officer' in the Subject Line of the email.