

Job Description for the Position of Community Development Officer

Overall purpose of the Role

Responsible for contributing to the implementation of Laois Partnership Company's mission of promoting social inclusion in Co Laois by assisting communities and individuals attain a better quality of life and develop their potential by direct quality focussed actions using community development approaches. This will be achieved through delivery of the Social Inclusion and Community Development Programme (SICAP) Strategy 2018 – 2022. Community Development and Community Capacity Building work will be prioritised in geographic communities experiencing high levels of disadvantage as per the deprivation index. Communities of interest to be prioritised will include but not restricted to; People living in Disadvantaged Areas, New Communities, LTU, lone parents, people with a disability, Travellers, ROMA.

Key Roles & Responsibilities

1. Delivery of community actions as outlined in the SICAP Annual Plan in partnership with local community groups including support for Resident's Groups in identified areas.
2. Pre-Development work to support the formation of Resident's Groups in identified areas.
3. Delivery of community actions as outlined in the SICAP Annual Plan in partnership with local community groups including support for Men's Shed Groups
4. Deliver on the Community Development programme targets and KPI's.
5. Regular reporting on the delivery of the programme targets within required timeframes using Pobal's online Reporting System (IRIS).
6. Delivery of training and supports for community groups to support their ongoing development including assistance with funding applications and support to develop local community facilities and actions.
7. Outreach work in targeted communities to identify and refer eligible individuals for SICAP educational, training, personal development and enterprise and employment supports.
8. Delivery and development of a range of unaccredited community learning programmes aimed at bridging the gap between mainstream education programmes outreached in rural and urban areas classified as disadvantaged.
9. Ensure the delivery of excellent standards of work and customer service to all clients and stakeholders availing of supports from LPC.
10. To work collaboratively and in an integrated way across programmes to share and maximise company resources to deliver planned company objectives.
11. To work collaboratively with other agencies to ensure the maximum benefit from our programmes.
12. Contribute to the effectiveness of your programme team
13. Demonstrate and encourage continuous improvements in all areas of your work.
14. Ensure that you uphold Laois Partnership Company's Code of Practice for its staff.
15. Ensure safe working and operations of your area of work by implementing Laois Partnership Company's health and safety policy in full.
16. Demonstrate a commitment to the Company's Core Purpose and Vision.
17. Implement other projects as required by your line manager or the CEO.

Person Specification

Core Competencies

1. Results orientated
2. Excellent written and verbal communication & IT skills
3. Proven ability for team work and collaboration
4. Relevant knowledge and understanding of social inclusion and equality issues.
5. Commitment to quality
6. Professional commitment to the core values of community development.
7. Demonstrate a sense of urgency and continuous improvement in your work.
8. Project Management- Ability to manage projects/actions and deliver programme targets within budget and specified time frames.
9. Ability to adapt to changing circumstances
10. Technical competence for the area of responsibility

Minimum Requirements

- **A primary degree (NFQ Level 7) in one of the social sciences (including but not exclusively community development)**
- **A minimum of three years' experience of working in a developmental role with community organisations or projects, or other similar organisations (in a paid/ voluntary capacity or a combination of both)**
- **Experience of working with marginalised individuals and communities**
- **Excellent communication and interpersonal skills**
- **Access to transport and a full clean driving license**
- **Available for Out of hours working as required (Time in Lieu will apply)**
- **Garda Vetting**

Accountability

The Community Development Officer will report directly to the Social Inclusion Manager and will be part of the SICAP team based at the company's offices in Portlaoise.