

## **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 are not restricted to; New Communities, People living in Disadvantaged Areas, LTU, lone parents, people with a disability, Travellers, ROMA and other SICAP target groups.

### **Key Roles & Responsibilities**

1. Work with New Communities under Goal One including a Syrian Group, an African Group and a Lithuanian Group in line with the SICAP Annual Plan.
2. Supporting the delivery of English Conversational Classes under Goal Two through Failte Isteach to New Communities including Asylum Seekers.
3. Delivery of community actions as outlined in the SICAP Annual Plan in partnership with local community groups.
4. Work across Goal One in targeted communities to identify and refer eligible individuals for SICAP educational, training, personal development and enterprise and employment supports.
5. Deliver on SICAP programme targets and KPI's.
6. Regular reporting on the delivery of the programme targets within required timeframes using Pobal's online Reporting System (IRIS).
7. Responsible for ensuring IRIS paperwork is up to date and correct.
8. 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.
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.

### **Accountability**

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

### **Hours of Work**

35 Hours per week – 9 - 5, Monday to Friday with one hour lunch break. Any Out of hours work must be approved by your line manager in advance and any time in lieu worked up must be taken within one calendar month subject to approval in advance.

### **Person Specification**

#### **Core Competencies**

1. Results orientated
2. Excellent written and verbal communication & IT skills
3. Proven ability for teamwork 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**