

DLDC - Job Description

ASSISTANT COMMUNITY DEVELOPMENT MANAGER

Job Title:	Assistant Community Development Manager
Reporting To:	Community Development Manager HR - People
Employer:	Donegal Local Development CLG (DLDC)
Main Purpose of Role:	The Assistant Community Development Manager will assist the development of Community Groups in the County across the DLDC catchment areas. They will play a key role in implement the actions planned under Goal 1 of the Social Inclusion and Community Activation Programme. They will be required to meet with community groups & social enterprises to provide advice, guidance, development supports, mentoring and facilitated workshops/training.
Conditions of Work:	<ul style="list-style-type: none"> The Assistant Manager will be required to work 35 hours a week Performance in role will be discussed throughout the period of cover. This contract term is from July 2021 to 31st December 2022
Main Duties	
You will be required to...	
1	<p><i>Key Responsibilities</i></p> <ul style="list-style-type: none"> Engage with marginalised communities and a wide range of service providers using an integrated and community development approach to address issues relating to social exclusion and inequality. Assist in the identification, development and promotion of projects and initiatives and to develop actions that target the needs of area based and issue based groups in addressing social exclusion, inequality and poverty. This will include the identification and assessment of the needs of groups and their representatives with a view to progression along the structured path of community development matrix. Present collaborative working proposals for review at internal meetings and other relevant Working Groups including the SICAP Steering Committee as appropriate. Provide/organise facilitated development/training workshops in response to the needs of Local Community Groups in disadvantaged communities & to design as appropriate, material for use in customised development or training initiatives. Support Community groups and social enterprise to register with the Charities Regulator and to achieve compliance with the Charities Regulator Governance code. Provide a combination of services to Community groups to include group development, sharing best-practice, research assistance and information supports, support in the management and coordination of activities, supporting groups through different stages of development, mentoring and making groups aware of their equality and other social inclusion responsibilities. Provide guidance, learning and support with applications on funding available through SICAP and other programmes and agencies Proactively promote the SICAP strategy throughout the catchment area, through a variety of media including information sessions, local media, outreach, site visits etc. Manage a caseload efficiently and effectively in line with good governance and established company and funders procedures and guidelines.
2	<p><i>Provision of Support to Staff in Carrying Out their Duties</i></p> <ul style="list-style-type: none"> Manage a team of community development project officers

	<ul style="list-style-type: none"> Plan, manage and monitor the activities of project officers in accordance with DLDC programme of Activities and relevant annual work plans. Carry out regular 1:2:1 meetings with direct supports Work with HR and Finance to ensure that proper records, for example, of staff sick leave, time in lieu and holidays, are recorded and in order.
3	<p><i>Report Writing, Monitoring and Evaluation</i></p> <ul style="list-style-type: none"> Work with the staff and the Community Development Manager to ensure that appropriate monitoring and evaluation mechanisms are in place in order to gauge the effectiveness of the work of SICAP Goal 1 and associated initiatives. Provide oral and written reports to the Community Development Manager, and relevant Working Groups and the Board on progress and issues of relevance. Management and oversight of the Pobal IRIS monitoring system.
5	<p><i>Policy, Networking and Funding</i></p> <ul style="list-style-type: none"> Keep up to date with national policies and their potential impact on the SICAP and associated projects. Keep up to date with relevant regional and national developments through networking as appropriate. Liaise with key agencies within the County and other networks Ensure that documentation and files are maintained for the use of the Finance and Administration and for inspection by the Company Auditors, LCDC, Pobal and other relevant monitoring bodies. To participate in both internal and external working groups, management groups, committees, teams, networks etc. as are relevant to the Community Development Department/DLDC.
6	<p><i>Miscellaneous</i></p> <ul style="list-style-type: none"> Carry out administrative duties as required Be willing to work evenings and/or weekends as required Demonstrate a willingness to take on additional duties as and when required This list of job duties is not exhaustive and may be amended in order that all role duties are fulfilled.

Core Competencies		Essential
1	Knowledge of Innovative Individual/ Community Supports	You will be required to demonstrate a detailed knowledge and experience of working in the area of community development.
2	Influencing/Self- Motivation	You will be required to demonstrate developed, effective and efficient liaison skills across multiple stakeholders. You will be a strong influencer, motivator and inspire trust with all involved.
3	Project Management Skills	You will have experience in managing/delivering multiple projects to successful outcomes including stakeholder reporting covering, activity and financial evaluation, providing project plans, using advanced MS Office/IT skills.
4	Leadership	You will be able to demonstrate people management experience against measured performance objectives. You will have experience of successful outcome ended projects arising out of matured community and organisational relationships.
5	Communication	You will have experience of forming good working relationships with organisations and communities, combined with excellent written and verbal communication and listening skills. You will be confidential by nature.
6	Problem Solving	Ability to analyse, to solve problems, to contribute to strategic planning, to recognise potential problems for the Department team

		staff and to develop strategies to address these problems.
7	Skills/Experience	<ul style="list-style-type: none"> • A recognised Third Level qualification in Clients Supports/ Community Development / Social Inclusion / Youth and Anti-Poverty areas. • A minimum of three years' experience of Community Development • A minimum of 2 year's experience in managing people in a working environment • A proven track record to manage and deliver programmes and projects • Commitment to integrating equality, social inclusion and anti-poverty principles into Community Development practice • Strong group facilitation skills • You will be required to be a self-starter with good financial, and administration skills. • Proficient knowledge of Microsoft Office suite of programs particularly Word, Excel and PowerPoint and Department Reporting System IRIS. • Experience of inter-agency liaison.
8	'Other'	You must hold a clean, current driving license.
Core Competencies		Desirable
<ul style="list-style-type: none"> • Management level experience in a similar/same organisation. • External experience on community based committees/boards et al. 		

Donegal Local Development CLG is committed to a Policy of Equal Opportunity. Canvassing will disqualify.

Date of Job Desc/Spec issue: 02/06/2021

Isobel McWilliams
HR/Operations Manager
On behalf of DLDC