

DLDC - Job Description

COMMUNITY DEVELOPMENT OFFICER

Job Title:	Community Development Officer
Reporting To:	Assistant Community Development Manager
Employer:	Donegal Local Development CLG (DLDC)
Main Purpose of Role:	The Project Officer will play a key role within the Goal 1 <i>Empowering Disadvantaged Communities</i> team and will be required to implement the actions planned under Goal 1 of the Social Inclusion and Community Activation Programme. They will be required to meet with community groups and their representatives on a one to one and a committee basis to provide advice, guidance, development supports, mentoring and facilitated workshops/training.
SALARY:	Project Officer Scale
Conditions of Work:	<ul style="list-style-type: none"> • The Project Officer will be required to work 35 hours a week • A probationary period of at least six months will apply • Performance in role will be discussed throughout the period of cover. • This contract term is from April 2022 to 31st December 2023
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. • Liaise directly with a wide range of stakeholders and organisations in the statutory, community and voluntary sector to develop actions and initiatives that target the needs of area based and issue based groups. • 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.
3	<i>Report Writing, Monitoring and Evaluation</i>

	<ul style="list-style-type: none"> • Provide oral and written reports to your line manager, and relevant Steering Groups and the Board on progress and issues of relevance. • Maintain up to date records on the Pobal IRIS monitoring system. • Ensure files are set-up to monitor community based activities & ensure all necessary documentation is on file for all actions; 	
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. • Ensure that documentation and files are maintained for the use of the Finance and Administration team and for inspection by the Company Auditors, LCDC, Pobal and other relevant monitoring bodies. • To participate in both internal and external working groups 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 Community Supports	The Officer will be required to demonstrate a detailed knowledge and experience of working in the area of community development, be committed to integrating equality, social inclusion and anti-poverty principles into Community Development practice. They will have an understanding of Local Development and Partnership Companies in Ireland and their target groups.
2.	Interpersonal & Liaison Skills	The Officer will be required to be able to liaise effectively and efficiently with groups and agencies providing services to local community groups and social enterprise. The Officer will be required to act as a positive and contributing member of the wider staff team within DLDC.
3.	Project Management Skills	The Officer will be required to produce timely and relevant reports for the various Steering Committees, Board and other groups within the DLDC structure. You must demonstrate clearly your experience of organising, managing and prioritising own workload. A good working knowledge of the standard suite of business- related software and IT packages is essential.
4.	Motivation & report writing	The Officer will be required to be a flexible, motivated self-starter who can communicate effectively. They will work well as part of a team and also on their own initiative. They will have good report writing and presentation skills.
5.	Training	The Officer will have experience of group facilitation & training
6.	Communication Skills	The Officer will have experience of forming good working relationships with organisations and communities, combined with excellent communication and listening skills. You will have excellent verbal and written abilities. You will have strong group facilitation skills and be confidential by nature
7.	Skills/Experience	A recognized and relevant Third Level qualification and / OR a minimum of three years' experience of Community Development.

8.	'Other'	You must hold a clean, current driving license.
Core Competencies		Desirable
<ul style="list-style-type: none"> • Knowledge of Social Enterprise • External experience on community based committees/boards et al. 		
<p>DLDC reserves the right to enhance criteria, dependent on the responses received to the advertisement.</p> <p>A panel may be formed from this recruitment process.</p>		

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

Application Process

- To apply for the position, **please submit by email a Letter of Application together with current Curriculum Vitae** to: HR Department, Donegal Local Development CLG, 1 Millennium Court, Pearse Road, Letterkenny, Co. Donegal. OR Email to: vacancies@dldc.org
- The closing date for receipt of applications is **Wednesday 9th March 2022**
- Interviews are likely to take place week beginning **14th March 2022**.

We reserve the right to enhance the shortlisting criteria. A panel may be formed from which similar vacancies may be filled.