Forbairt Aitiúil CLG Dhún na nGall

Oifigeach Forbartha Pobail

Is comhlacht forbartha áitiúil comtháite é Forbairt Áitiúil CLG Dhún na nGall a bunaíodh sa bhliain 1995. Cuireann muid ar fáil roinnt clár atá maoinithe go seachtrach do phobal Dhún na nGall. Anois, tá Forbairt Áitiúil CLG Dhún na nGall (DLDC) ag lorg iarratais don phost mar Oifigeach Forbartha Pobail mar pháirt dá Clár SICAP 2024 – 2028. Seo conradh ar thréimhse seasta, a d'fhéadfaí a leathnú ag brath ar mhaoiniú.

Beidh ar an t-iarrthóir a n-éireoidh leis/léi oibriú mar bhall de SICAP Sprioc 1 / Foireann Forbartha Pobail i **nGaeltacht Dhún na nGall** le tacú le agus acmhainní a thabhairt do phobail atá faoi mhíbhuntáiste agus do spriocghrúpaí atá imeallaithe chun dul i ngleic le ceisteanna faoi ionchuimsiú sóisialta agus comhionannas.

Tá trí bliana, ar a laghad, de thaithí ábhartha nó cáilíocht ábhartha tríú leibhéal de dhíth in Forbairt Pobail. Meastar go mbeidh an ról seo lonnaithe in **oifig Ghaoth Dobhair** agus beidh cumas cumarsáide trí Ghaeilge ina bhuntáiste.

Chun iarratas a dhéanamh ar an phost, cuir litir iarratais le ríomhphost maraon le Curriculum Vitae reatha chuig Roinn na nAcmhainní Daonna ag: vacancies@dldc.org

Ní mór na hiarratais a bheith istigh ar nó roimh Dé hAoine an 26ú Eanáir 2024. Tá cur síos ar an Phost le fáil ó vacancies@dldc.org agus ar shuíomh gréasáin DLDC www.dldc.org Is dócha go mbeidh na hagallaimh ar siúl sa tseachtain dár tosach Dé Luain an 5ú Feabhra 2024. Coimeádaimid an ceart na critéir gearrliostála a fheabhsú. D'fhéadfaí painéal a chur le chéile ína dtiocfaí folúntais mar an gcéanna a líonadh.

Tá Forbairt Áitiúil CLG Dhún na nGall tiomanta do Pholasaí Comhdheiseanna. Beidh canbhasáil ina cúis le dícháiliú.

Community Development Officer

Donegal Local Development CLG is an integrated local development company established in 1995. We deliver a number of external funded programmes to the Donegal community. Donegal Local Development CLG (DLDC) are now inviting applications for the position of Community Development Officer, as part of its SICAP 2024 – 2028 Programme. The role will be on a fixed term basis, which may be extended subject to funding.

The successful candidate will be required to work as a member of the SICAP Goal 1 / Community Development Team in **Donegal Gaeltacht** to support and resource disadvantaged communities and marginalised target groups to address social inclusion and equality issues.

A recognized and relevant Third Level qualification **and / OR** a minimum of three years' experience of Community Development is required. This role is expected to be based in a Gaeltacht based office, ability to communicate through the Irish language is advantageous.

To apply for the position: Please submit by email a **Letter of Application together with current Curriculum Vitae** to: HR Department, clearly outlining how you meet the criteria, to: vacancies@dldc.org

Applications to arrive no later than **Friday 26th January 2024**. Job Descriptions are available from vacancies@dldc.org and also on the DLDC website www.dldc.org. Interviews are likely to take place on week commencing 5th February 2024. We reserve the right to enhance the shortlisting criteria. A panel may be formed from which similar vacancies may be filled.

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

The Social Inclusion and Community Activation Programme (SICAP) is co-funded by the Irish Government, through the Department of Rural and Community Development, and the European Social Fund Plus under the Employment, Inclusion, Skills and Training (EIST) Programme 2021 -2027.

DLDC - Job Description

COMMUNITY DEVELOPMENT OFFICER

Job Title:	Community Development Officer
Reporting To:	Assistant Community Development Manager – Gaeltacht
Employer:	Donegal Local Development CLG (DLDC)
Main Purpose of Role:	The Project Officer will play a key role within the Goal 1 *Empowering Disadvantaged Communities* team and will be required to implement the actions planned under Goal 1 of the Social Inclusion and Community Activation Programme (SICAP). 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. The role will also include supporting projects and fostering awareness of environmental and climate action matters within communities.
SALARY:	Project Officer Scale
Conditions of Work:	• 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 and reviewed as part of quarterly one to ones. • This contract term is from February 2024 to 31st December 2028 in line with the SICAP Programme 2024 to 2028. • Benefits include: o Eligibility for a 6% employer-contributed pension scheme o 25 days annual leave & other leave options o Flexible and hybrid working options o Travel and subsistence allowance o Learning and development opportunities o Employee Assistance Programme

Main Duties You will be required to...	
1	*Key Responsibilities* • 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. • Assist in the identification, development and promotion of projects and initiatives and to develop actions in addressing climate action. This will include the identification and assessment of the needs of communities with a view to promoting local positive change. • 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

<table>
<tr><td></td><td colspan="2">for use in customised development or training initiatives.

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.
</td></tr>
<tr><td>2</td><td colspan="2">Report Writing, Monitoring and Evaluation

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;
</td></tr>
<tr><td>3</td><td colspan="2">Policy, Networking and Funding

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.
</td></tr>
<tr><td>4</td><td colspan="2">Miscellaneous

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.
</td></tr>
<tr><td colspan="2">Core Competencies</td><td>Essential</td></tr>
<tr><td>1</td><td>Knowledge of Innovative Community Supports</td><td>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.</td></tr>
<tr><td>2.</td><td>Interpersonal & Liaison Skills</td><td>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.</td></tr>
<tr><td>3.</td><td>Project Management Skills</td><td>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</td></tr>
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		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.	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 both in English and Irish.
6.	Skills/Experience	A recognised and relevant Third Level qualification **and / OR** a minimum of three years' experience of Community Development.
7.	'Other'	You must hold a clean, current driving license **with access to own mode of transport**
Core Competencies		Desirable
• Ability to communicate in Irish is advantageous. • Experience of group facilitation & training. • External experience on community-based committees/boards et al. • Experience in the area of environmental awareness and climate action. • Experience of social inclusion or working with new community groups.		
DLDC reserves the right to enhance criteria, dependent on the responses received to the advertisement. A panel may be formed from this recruitment process.		

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

<u>Application Process</u>

- To apply for the position, **please submit by email a Letter of Application together with current Curriculum Vitae,** clearly outlining how you meet the criteria, to: HR Department by Email to: vacancies@dldc.org

- The closing date for receipt of applications is extended to **Friday 26th January 2024**

- Interviews are likely to take place on the week commencing **5th February 2024**.

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

DLDC – Sonraí Poist

<u>OIFIGEACH FORBARTHA POBAIL</u>

Teideal Poist:	Oifigeach Forbartha Pobail
Tuairisciú chuig:	Bainisteoir Cúnta d'Fhorbairt Pobail Ghaeltacht Dhún na nGall
Fostóir:	Forbairt Áitiúil CLG Dhún na nGall (DLDC)
Príomh Chuspóir an Róil:	Beidh ról lárnach ag an Oifigeach Togra laistigh d'fhoireann Sprioc 1, Ag Cumasú Pobail faoi Mhíbhuntáiste agus beidh air/uirthi na gníomhaíochta atá pleanáilte faoi Sprioc 1 den Chlár um Chuimsiú Sóisialta agus Gníomhachtú Pobail (SICAP) a chur i bhfeidhm. Beidh orthu castáil le grúpaí pobail agus a n-ionadaithe ar bhunús duine le duine agus ar bhunús coiste ar mhaithe le comhairle, treoir, tacaíochtaí forbartha, meantóireacht agus ceardlainn/oiliúint a chur ar fáil. San áireamh leis an ról beidh le tacú tionscadail agus cothú feasachta ar chúrsaí comhshaoil agus gníomhaíochta aeráide laistigh de phobail.
TUARASTAL:	An Scála d'Oifigeach Togra
Coinníollacha Oibre:	• Beidh ar an Oifigeach Togra 35 uair sa tseachtain a oibriú • Beidh tréimhse phromaidh sé mí ar a laghad i bhfeidhm • Déanfar athbhreithneofar ar feidhmíocht sa ról achan cheathrú le linn na tréimhse phromhaidh mar chuid de ráithiúil duine le duine • Is ó mhí Feabhra 2024 go dtí 31ú Nollaig 2028 téarma an conradh seo in líne le Clár SICAP 2024 – 2028 • Pacáiste Sochar ○ Cáilitheacht do scéim pinsin le 6% ranníocaíocht an fhostóra ○ 25 lá saoire bhliantúil agus roghanna saoire eile ○ Roghanna oibre solúbtha agus hibrideacha ○ Liúntas taistil agus cothabhála ○ Deiseanna foghlama agus forbartha ○ Clár cúnaimh fostaithe

Príomhdhualgaisí:
Beidh ort iad seo a leanas a dhéanamh...

1	*Príomh-Dhualgaisí* • Teagmháil a dhéanamh le pobail atá faoi mhíbhuntáiste agus le réimse leathan de sholáthraithe seirbhíse, ag úsáid cur chuige imeasctha agus forbartha pobail chun dul i ngleic le ceisteanna a bhaineann le heisiamh sóisialta agus míchothromaíocht. • Cuidiú le haithne a chur ar thionscadail agus ar thograí agus iad a fhorbairt agus a chur chun cinn agus gníomhaíochtaí a fhorbairt a bheadh dírithe ar riachtanais na ngrúpaí ceantarbhunaithe agus grúpaí saincheiste chun aghaidh a thabhairt ar eisiamh sóisialta, míchothromaíocht agus bochtanas. San áireamh anseo, beidh aitheantas agus measúnacht ar riachtanais ghrúpaí agus a n-ionadaithe chun dul chun cinn a dhéanamh ar bhealach struchtúrach de mhaitrís forbartha pobail. • Cabhrú le tionscadail agus tionscnaimh a aithint, a fhorbairt agus a chuir chun cinn agus gníomhaíochtaí a fhorbairt chun aghaidh a thabhairt ar ghníomhú ar son na haeráide. Áireoidh sé seo sainaithint agus measúnú ar riachtanais na bpobal athrú dearfach áitiúil a chuir chun cinn. • Idirchaidreamh a dhéanamh go díreach le réimse leathan de pháirtithe leasmhara agus eagraíochtaí san earnáil reachtach, pobail agus deonach le gníomhartha agus tionscnaimh a fhorbairt a bheadh dírithe ar riachtanais na ngrúpaí ceantarbhunaithe agus saincheiste. • Ceardlanna treoraithe forbartha/oiliúna a chur ar fáil mar fhreagra ar riachtanais na nGrúpaí

	Pobail Áitiúla i bpobail atá faoi mhíbhuntáiste & dearadh oiriúnach a chur ar ábhar d'úsáid i bhforbairt saincheaptha nó i dtionscnaimh traenála. • Meascán seirbhísí a chur ar fáil do ghrúpaí pobail, ar a n-áirítear forbairt ar ghrúpaí, ag roinnt dea-chleachtas, cuidiú le taighde agus tacaíocht faisnéise, tacaíocht i mbainistiú agus i gcomhordú gníomhaíochta, tacaíocht do ghrúpaí tríd na staideanna difriúla forbartha, meantóireacht agus ag déanamh grúpaí feasach ar á gcomhionannas agus á bhfreagrachtaí eile d'ionchuimsiú sóisialta. • Treoir, oiliúint agus tacaíocht a chur ar fáil le hiarratais ar mhaoiniú ó SICAP agus cláracha agus gníomhaireachtaí eile. • Straitéis SICAP a chur chun cinn go réamhghníomhach ar fud an dobharcheantar, a bhuí do na meáin éagsúla, ar a n-áirítear seisiúin eolais, na meáin áitiúla, for-rochtain, cuairteanna chuig suíomhanna &rl. • An líon cásanna a bhainistiú go héifeachtach ar aon dul le rialú maith agus nósanna imeachta agus treoracha an chomhlachta bhunaithe agus maoinitheoirí.
3	*Ag Scríobh Tuarascálacha, Monatóireacht agus Meastóireacht* • Tuarascálacha béil agus scríofa a thabhairt do do bhainisteoir líne agus do Ghrúpaí Stiúrtha agus don Bhord ar an dul chun cinn agus ceisteanna ábhartha. • Taifid suas chun dáta a choinneáil ar chóras monatóireachta Pobail, IRIS. • A chinntiú go bhfuil na taifid leagtha amach le monatóireacht a dhéanamh ar ghníomhaíochtaí pobalbhunaithe & a chinntiú go bhfuil an doiciméadú go léir atá riachtanach ar taifead do gach gníomh.
5	*Polasaí, Líonrú agus Maoiniú* • Coinnigh suas chun dáta le polasaithe náisiúnta agus an éifeacht a d'fhéadfadh a bheith acu ar SICAP agus tionscadail a bhaineann leis. • Coinnigh suas chun dáta le forbairtí ábhartha réigiúnacha agus náisiúnta trí ghréasánú mar is cuí. • A chinntiú go bhfuil doiciméadú agus comhaid coinnithe d'úsáid na foirne Airgeadais agus Riaracháin agus faoi choinne cigireachta ó na hIniúchóirí Comhlachta, LCDC, Pobal agus comhlachtaí monatóireachta ábhartha eile. • A bheith rannpháirteach i ngrúpaí oibre, idir seachtrach agus inmheánach, atá ábhartha don Roinn Forbartha Pobail/DLDC.
6	*Ilghnéitheach* • Dualgaisí riaracháin a dhéanamh mar is gá. • A bheith toilteanach oibriú tráthnóntaí agus/nó deireadh seachtaine dá mbeadh sin de dhíth • Toilteanas a léiriú chun tuilleadh dualgaisí a dheanamh de réir mar a bheadh siad de dhíth. • Níl an liosta seo de dhualgaisí oibre iomlán agus d'fhéadfaidh é a leasú sa dóigh go ndéanfaí iomlán dualgaisí an róil a chur i gcrích.

Croíchumais		Riachtanach
1	**Eolas ar Tacaíochtaí Pobail Nuálaíochta**	Beidh ar an Oifigeach mioneolas agus taithí ar a bheith ag obair sa réimse d'fhorbairt pobail a léiriú, a bheith tiomanta d'imeascadh comhionannas, ionchuimsiú sóisialta agus prionsabail frithbhochtaineachta a thabhairt isteach sa chleachtas d'Fhorbairt Pobail. Beidh tuigsint acu ar Forbairt Áitiúil agus ar Chomhlachtaí Chomhpháirtíochta in Éirinn agus a spriocghrúpaí.
2.	**Scileanna Idirphearsanta & Idirghabhála**	Beidh ar an Oifigeach a bheith ábalta idirchaidreamh a dhéanamh go héifeachtach le grúpaí agus le háisíneachtaí a thugann seirbhísí do ghrúpaí pobail áitiúla agus d'fhiontar sóisialta. Beidh ar an Oifigeach gníomhú mar bhall dearfach agus rannpháirteach den fhoireann níos leitheadaí laistigh de DLDC.
3.	**Scileanna Bainistíochta Togra**	Beidh sé de dhualgas ar an Oifigeach tuarascálacha tráthúla agus

		ábhartha a chur ar fáil do na Coistí Stiúrtha éagsúla, don Bhord agus do ghrúpaí eile laistigh de struchtúr DLDC. Caithfidh tú do thaithí a léiriú go soiléir maidir le d'ualach oibre féin a eagrú, a bhainistiú agus a chur in ord tosaíochta. Tá sé fíor-riachtanach go mbeadh eolas maith oibre agat ar bhogearraí bainteach le gnó agus pacáistí TF.
4.	Spreagadh & scríobh tuarascáil	Beidh ar an Oifigeach a bheith ina dhuine atá in ann gníomhú as a stuaim féin, a bheith solúbtha agus a thig cumarsáid a dhéanamh go héifeachtach. Oibreoidh sé/sí mar pháirt d'fhoireann agus fosta as a stuaim féin. Beidh scríbhneoireacht thuarascála mhaith aige/aici maraon le scileanna cur i láthair.
5.	Oiliúint	Beidh taithí ag an Oifigeach ar éascaíocht & oiliúint ghrúpa.
6.	Scileanna Cumarsáide	Beidh taithí ag an Oifigeach ar chaidreamh oibre maith a dhéanamh le heagraíochtaí agus pobail, chomh maith le scileanna sarmhaithe cumarsáide agus éisteachta. Beidh sárchumas labhartha agus scríofa agat i mBéarla agus i nGaeilge. Beidh scileanna éascaíochta láidre agat do ghrúpaí agus a bheith iontaoibhe ó nádúr.
7.	Scileanna/Taithí	Cáilíocht Tríú Leibhéal aitheanta agus ábhartha **agus/nó** trí bliana, ar a laghad, de thaithí ar Fhorbairt Pobail. Beidh an tOifigeach ina chainteoir líofa Gaeilge atá in ann a c(h)uid oibre a dhéanamh trí mheán na Gaeilge.
8.	'Eile'	Caithfidh tú ceadúnas tiomána reatha glan **agus modh iompair féin a bheith agat**
Croíchumais		Inmhianaithe
• Beidh cumas cumarsáide tré mheán na Gaeilge ina bhuntáisteach • Taithí ar éascú agus oiliúint grúpaí • Taithí sheachtrach ar choistí/boird pobalbhunaithe et al. • Taithí i réimse na feasachta comhshaoil agus aeráide. • Taithí ar chuimsiú sóisialta nó oibriú le grúpaí nua bhunaithe.		
Coinníonn DLDC an ceart na critéir a fheabhsú, ag brath ar na freagraí a fhaightear ar an fhógra. D'fhéadfaí paineál a chur le chéile ón phróiseas earcaíochta seo.		

Tá Forbairt Áitiúil CLG Dhún na nGall tiomanta do Pholasaí de Chomhdheiseanna. Beidh canbhasáil ina cúis le dícháiliú.

<u>Próiseas Iarratais</u>

- Chun iarratas a chur leisan phost, **cur litir iarratais le ríomhphost maraon le Curriculum Vitae reatha le cur síos soiléir ar an gcaoi ina gcomhlíonann tú na critéir** chuig Roinn na nAcmhainní Daonna ag: vacancies@dldc.org

- Is é an dáta deireanach d'fháil iarratais an **Dé hAoine an 12ú Eanáir 2024**

- Táthar ag súil go mbeidh na hagallaimh ar siúl ó Dé Luain an 22ú Eanáir 2024

Coimeádaimid an ceart na critéir gearrliostála a fheabhsú. D'fhéadfaí painéal a chur le chéile ína dtiocfaí folúntais mar an gcéanna a líonadh.