

Forbairt Áitiúil CLG Dhún na nGall

Oifigeach Forbartha Pobail Oifigeach Naisc Pobail

Is comhlacht forbartha comhtháite é Forbairt Áitiúil CLG Dhún na nGall a bunaíodh sa bhliain 1995. Cuireann muid ar fáil roinnt cláir atá maoinithe go seachtrach do phobal Dhún na nGall. Tá Forbairt Áitiúil Dhún na nGall CLG (DLDC) ag lorg iarratais anois do dhá phost laistigh d'Fhoireann Pobail Faoi Mhíbhuntáiste a Chumhachtú na gníomhartha Sprioc 1, ina bhfuil pleanáil déanta faoin Tionscadal Cuimsitheachta Sóisialta agus Gníomhú Pobail (SICAP) a chuir i bhfeidhm. Oibríodh na hionadaithe mar bhaill d'Fhoireann Forbartha Pobail SICAP Sprioc 1 i nGaeltacht Dhún na nGall chun tacú le pobail atá faoi míbhuntáiste agus spriocghrúpaí imeallaithe chun acmhainní a sholáthar chun dul i ngleic ar chuimsiú agus saincheisteanna comhionannais. Achoimre sonraí an dá phoist thíos:

Oifigeach Tionscadail Forbartha Pobail ag teastáil ar théarma seasta ó Aibreán go dtí 31ú Nollaig 2028, de réir maoinithe agus de réir Chláir SICAP 2024 go dtí 2028. Tá cáilíocht aitheanta agus cuí Tríú Leibhéal agus/nó ar a laghad taithí trí bliana ag obair i réimse Forbartha Pobail de dhíth. Tá gá cumas cumarsáide a dhéanamh as Gaeilge de dhíth.

Oifigeach Naisc Pobail ag teastáil ar théarma seasta ó Aibreán go dtí 31ú Nollaig 2024, de réir maoinithe atá ar fáil chun tacú le nua-áirithintí. Tá cáilíocht aitheanta agus cuí Tríú Leibhéal agus/nó dhá bhliain de thaithí ag obair i réimse forbartha pobail, san earnáil dheonach nó charthanachta de dhíth. Tá cumas cumarsáide i nGaeilge inmhianaithe.

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

Ní mór na hiarratais a bheith istigh ar nó roimh **Dé hAoine an 22ú Márta 2024**. Tá cur síos ar na Poist le fáil ó vacancies@dldc.org agus ar shuíomh gréasáin DLDC www.dldc.org. Is dócha go mbeidh na hagallaimh ar siúl sa tseachtain idir an **4ú go dtí an 12ú Aibreán 2024**. Coimeádaimid an ceart na critéir gearrliostála a fheabhsú. D'fhéadfaí painéal a chur le chéile ina dtiocfaí folúntais mar an gcéanna a líonadh.

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

Community Development Project Officer Community Links Officer

Donegal Local Development CLG is an integrated local development company established in 1995. We deliver multiple external funded programmes to the Donegal community. Donegal Local Development CLG (DLDC) are now inviting applications for **two positions** within the Goal 1 Empowering Disadvantaged Communities team and who will be required to implement the actions planned under Goal 1 of the Social Inclusion and Community Activation Programme (SICAP). The post holders will work as members 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. Details of the two posts are summarised below:

Community Development Project Officer required on a fixed term basis from April to 31st December 2028, subject to funding in line with the SICAP Programme 2024 to 2028. A recognized and relevant Third Level qualification **and / OR** a minimum of three years' experience of Community Development is required. Ability to communicate in Irish is essential.

Community Links Officer required on a fixed term basis from April to 31st December 2024, subject to available funding to support New Arrivals. A recognized and relevant Third Level qualification **and / OR** a minimum of two years' experience working in the area of community development, voluntary or charities sector. Ability to communicate in Irish is desirable.

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 22nd March 2024**. Job Descriptions are available from vacancies@dldc.org and also on the DLDC website www.dldc.org. Interviews are likely to take place between **4th to 12th April 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 LINKS OFFICER

Job Title:	Community Links Officer
Reporting To:	Assistant Community Development Manager
Employer:	Donegal Local Development CLG (DLDC)
Main Purpose of Role:	<p>The Community Links 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). The role will involve a specific focus on supporting the needs of new arrivals and new community groups in the Donegal catchment area.</p> <p>They will be required to meet with community groups to identify and address their support needs as well as organise events, community activities and opportunities to support wider community integration.</p> <p>The Community Links Officer will engage with new arrivals and new community groups to understand their needs, concerns, and aspirations. They will act as a liaison between the organisations, bodies, agencies and the community, ensuring access to services, in the interest of inclusion and integration.</p> <p>The successful candidate will have the ability to communicate with individuals and facilitate groups, ability to work on own initiative and as part of a team</p>
SALARY:	Project Officer Scale
Conditions of Work:	<ul style="list-style-type: none"> • The Community Links Officer will be required to work 35 hours a week, based in the Gaeltacht office. • 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 extends to 31st December 2024, in line with available funding to support New Arrivals. • Benefits include: <ul style="list-style-type: none"> ○ Eligibility for a 6% employer-contributed pension scheme ○ 25 days annual leave per annum & other leave options ○ Flexible working options ○ Travel and subsistence allowance ○ Learning and development opportunities ○ Employee Assistance Programme
Main Duties	
You will be required to...	
1	<p><i>Key Responsibilities</i></p> <ul style="list-style-type: none"> • Engage with new communities in Donegal 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 the new communities in addressing social exclusion, inequality and poverty.

	<ul style="list-style-type: none"> Identifying and assessing the needs of the new arrivals and new communities 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 new communities. Support community groups and social enterprises to better understand the needs of new arrivals and new communities and to provide supports. Manage a caseload efficiently and effectively in line with good governance and established company and funders procedures and guidelines Proactively promote the SICAP strategy throughout the catchment area, through a variety of media including information sessions, local media, outreach, site visits etc. 	
2	<p><i>Report Writing, Monitoring and Evaluation</i></p> <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; 	
3	<p><i>Policy, Networking and Funding</i></p> <ul style="list-style-type: none"> To liaise with individuals and representatives, and participate in, both internal and external working groups as are relevant to the Community Development Department/DLDC. 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. 	
4	<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 Community Links Officer will be required to demonstrate detailed knowledge and experience of working in the area of community development or voluntary or charities sector, and 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 Community Links 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. They will be required to act as a positive and contributing member of the wider staff team within DLDC.
3.	Project Management Skills	The Community Links Officer will be required to produce timely and relevant reports for the various Steering Committees, Board and other groups within the DLDC structure. Applicants must demonstrate clearly their 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.	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 in English.
6.	Skills/Experience	A recognised and relevant Third Level qualification and / OR a minimum of two years' experience working in the area of community development or voluntary or charities sector.
7.	Problem Solving	Can effectively evaluate information, assesses options, navigate complexity, and arrive at effective solutions.
8.	'Other'	You must hold a clean, current driving license with access to own mode of transport. Fluency in English is essential, ability to communicate in Irish is advantageous.
Core Competencies		Desirable
<ul style="list-style-type: none"> • Ability to communicate in another language is advantageous. • External experience on community based committees/boards et al. 		
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.

Application Process

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 **Friday 22nd March 2024**.
- Interviews are likely to take place **between 4th to 12th April 2024**.

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

*DLDC is an equal opportunities employer and welcomes applications from all suitably qualified applicants. We have measures in place to ensure that no job applicant receives less favourable treatment on the grounds of race, gender, civil status, family status, age, disability, religion, sexual orientation, or membership of the Traveller Community.
Canvassing will disqualify.*

DLDC – Sonraí Poist
OIFIGEACH NAISC POBAIL

Teideal Poist:	Oifigeach Naisc Pobail
Tuairisciú chuig:	Bainisteoir Cúnta d’Fhorbairt Pobail Ghaeltacht Dhún na nGall
Fostóir:	Forbairt Áitiúil CLG Dhún na nGall (DLDC)
Príomh Chuspóir an Róil:	<p>Beidh ról lárnach ag an t-Oifigeach Naisc Pobail laistigh d’Fhoireann Cumhachtú Pobail faoi Mhíbhuntáiste Sprioc 1 ina mbeidh na dualgais gníomhartha atá pleanáilte faoin Clár um Chuimsiú agus um Gníomhú Pobail (SICAP) Sprioc 1 a iompair amach. Díreofar go sonrach sa ról ar thacú le riachtanais daoine nua agus grúpaí pobail nua i dobharcheantar Dhún na nGall.</p> <p>Beidh ar an t-Oifigeach Naisc Pobail buaileadh le grúpaí chun a n-éilimh a aithint agus a sheachaint chomh maith le hócáidí a eagrú, imeachtaí pobail agus deiseanna a chruthú chun tacú le cuimsiú agus comhtháthú.</p> <p>Rachaidh an t-Oifigeach Naisc Pobail I dteagmháil le nua-áirithintí agus le grúpaí pobail nua chun a gcuid riachtanas, imní agus mianta a thuiscint. Feidhmeoidh siad mar idirchaidreamh idir na heagraíochtaí, comhlachtaí, gníomhaireachtaí agus an pobal ag cinntiú rochtain ar sheirbhísí, ar mhaithe le cuimsiú agus comhtháthú. Beidh cumas ar an t-iarrthóir rathúil cumarsáid a dhéanamh le daoine agus grúpaí a stiúradh, cumas a bheith ag obair as a stuaim féin agus mar chuid d’fhoireann.</p>
TUARASTAL:	<ul style="list-style-type: none"> • An Scála d’Oifigeach Togra
Coinníollacha Oibre:	<ul style="list-style-type: none"> • Beidh an ról lonnaithe in oifig DLDC sa Ghaeltacht ag obair 35 uair an chloig sa tseachtain. • Beidh tréimhse mheasúnaithe ar feadh ar a laghad sé mhí ann. • Pléifear do chuid feidhmíochta mar chuid de thréimhse an phaindéime agus athbhreithnófar í mar chuid de chruinnithe tríocha lá. • Leanfaidh téarma an chonartha seo go dtí an 31 Nollaig 2024, de réir na maoinithe atá ar fáil chun tacú leis na nua-áirithintí. • Pacáiste Sochar <ul style="list-style-type: none"> ○ 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	<p><i>Príomh-Dhualgaisí</i></p> <ul style="list-style-type: none"> • Bheith i dteagmháil le pobail nua i nDún na nGall agus le réimse leathan soláthraithe seirbhíse ag baint úsáid as modh comhtháite agus forbartha pobail chun dul i ngleic le hábhair a bhaineann le eisiámh sóisialta agus neamhionannas. • Tacú le forbairt agus cur chun cinn tograí agus tionscadail, chun gníomh a fhorbairt a díróinn ar riachtanais na pobail nua a bhaineann le eisiámh sóisialta, neamhionannas agus an bochtaineacht a sheachaint. • Aitheantas a thabhairt do riachtanais na nua-áirithintí, na pobail nua agus a gcuid hionadaithe agus iad a stiúradh ar an treo struchtúrtha mairtís forbartha pobail. • Teagmháil díreach a dhéanamh le réimse leathan de páirtí leasmhar agus eagraíochtaí sa réimse reachtúil, pobail agus deonach chun gníomhartha agus tionscnaimh a fhorbairt a díróinn ar riachtanais na pobail nua.

	<ul style="list-style-type: none"> Tacú le grúpaí pobail agus le fiontair sóisialta chun aird níos fearr a thabhairt ar riachtanais na nua-áirithintí, na pobail nua a thuiscint agus chun tacaíochtaí a sholáthar dóibh. Cásobair a bhainistiú go héifeachtúil agus go héifeachtach i gcomhair le dea-rialachas agus comhlacht seanbhunaithe, gnásanna agus treoirínite na maoinitheoirí. Tograí SICAP a chur chun cinn go gníomhach ar fud an dobharcheantair, trí réimse éagsúla meáin, seisiúin eolais, na meáin áitiúla, for-rochtain, cuairteanna láithreacha, srl. 	
2	<p><i>Ag Scríobh Tuarascálacha, Monatóireacht agus Meastóireacht</i></p> <ul style="list-style-type: none"> 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. 	
3	<p><i>Polasaí, Líonrú agus Maoiniú</i></p> <ul style="list-style-type: none"> 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 hlniúcháirí 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. 	
4	<p><i>Ilghnéitheach</i></p> <ul style="list-style-type: none"> 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 dhéanamh 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 ról a chur i gcrích. 	
Croíchumais		Riachtanach
1	Eolas ar Tacaíochtaí Pobail Nuálaíochta	Beidh ar an t-Oifigeach Naisc Pobail léiriú a thabhairt ar aird shoiléir a fháil ar a chuid eolais agus taithí ar obair i réimse forbartha pobail nó i ngeilleagair nó i earnáil na carthanachta, agus bheith tiomanta chun prionsabail comhionannais, cuimsitheachta shóisialta agus frithbhochtaineachta a chur san áireamh i ngairm chleachtais Forbairt Pobail. Beidh tuiscint acu ar Fhorbairt Pobail Áitiúil agus ar Chomhlachtaí Comhpháirtíochta in Éirinn agus a gcuid sprioc ghrúpaí.
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.	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.
6.	Scileanna/Taithí	Cáilíochta Tríú Leibhéal aitheanta agus cuí agus/nó ar a laghad dhá bhliain taithí oibre i réimse forbartha pobail nó san earnáil deonach nó carthanachta.
7.	Réiteach Fadhbanna	Ní mór a bheith in ann eolas a mheas go héifeachtach, roghanna a mheas, nascleanúint a dhéanamh ar chastacht, agus teacht ar réitigh éifeachtacha.
8.	'Eile'	Caithfidh tú ceadúnas tiomána glan, reatha a bheith agat agus rochtain a bheith agat ar do mhodh féin iompair. Líofacht sa Bhéarla riachtanach, tá sé úsáideach bheith in ann cumarsáid a dhéanamh as Gaeilge.
Croíchumais		Inmhianaithe
<ul style="list-style-type: none"> Tá sé úsáideach bheith in ann cumarsáid a dhéanamh i dteanga eile. Taithí sheachtrach ar choistí/boird pobalbhunaithe et al. 		
<p align="center">Coinníonn DLDC an ceart na critéir a fheabhsú, ag brath ar na freagraí a fhaightear ar an fhógra. D'fhéadfaí painéal a chur le chéile ón phróiseas earcaíochta seo.</p>		

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

Próiseas Iarratais

- 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 Dé hAoine an **22ú Márta** an dáta deirigh le haghaidh iarratais.
-
- Táthar ag súil go mbeidh na hagallaimh idir an **4ú agus an 12ú Aibreán 2024**.

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