

### Defective Concrete Blocks (DCB) Community Facilitator

Inishowen Development Partnership (IDP) and Donegal Local Development Company CLG (DLDC) are recruiting for an additional two full time Community Facilitators for the Defective Concrete Blocks Scheme (DCB) on a one-year fixed term basis: One based in Inishowen and the other in Letterkenny.

These posts are supported by the Department of Housing, Local Government & Heritage, through Donegal County Council. It is an opportunity for an organised, empathetic, motivated individual to join our respective teams to support and guide homeowners through the application process for the Defective Concrete Blocks grant scheme and facilitating access to relevant support services.

The position will necessitate the following: -

- Proven track record of working within the Community Sector and liaising with Statutory agencies with good interpersonal and communication skills.
- Experience in project delivery and promotion, monitoring including finance and administration, reporting and evaluation.
- Experience in form filling and completing grant applications.
- Excellent organisational and computer literacy skills, specifically excel, word and databases.
- Proven ability to work as part of a team and a capacity to work on own initiative
- Access to own transport and a clean driver's license is essential.

Ideally the successful candidate will have a minimum of three years' experience of working in an information, advice, advocacy or community development setting and have a good working knowledge of local community supports and hold a relevant third level qualification.

For more information on these positions, please link into the relevant organisations webpage [www.inishowen.ie/jobs](http://www.inishowen.ie/jobs) ( Inishowen) and [www.dlhc.org/jobs-board](http://www.dlhc.org/jobs-board) (Donegal, excluding Inishowen)

#### **How to Apply:**

Please note that both locations have a distinct application process. Candidates are welcome to apply to one or both locations. There will be a separate interview panel for each post.

**For the IDP** position please complete the **official application form** accompanied by an up-to-date CV and a **cover letter** to [enquiries@inishowen.ie](mailto:enquiries@inishowen.ie)

**For the DLDC** position please submit by email with a letter of application clearly outlining how you meet the criteria, together with an up-to-date CV to: Human Resources at [vacancies@dlhc.org](mailto:vacancies@dlhc.org)

Closing date for applications is **Monday 9<sup>th</sup> September at 12 noon.**

Applicants applying for the Inishowen based position should note that the proposed interview date will be Tuesday 17<sup>th</sup> September 2024

Applicants applying for the DLDC based position should note that the proposed interview date will be Wednesday 18<sup>th</sup> September 2024.

Shortlisting will apply and a panel for each location may be formed.

*Inishowen Development Partnership and Donegal Local Development Company CLG are equal opportunities employers and welcome applications from all sections of society. The appointments are subject to normal recruitment procedures including Garda/Police Vetting.*



**An Roinn Tithíochta,  
Rialtais Áitiúil agus Oidhreacht**  
Department of Housing,  
Local Government and Heritage

## DLDC- Job Description

### Defective Concrete Blocks (DCB) Community Facilitator

<b>Job Title:</b>	Defective Concrete Blocks (DCB) Community Facilitator
<b>Reporting To:</b>	The CEO/Department Manager
<b>Employer:</b>	Donegal Local Development CLG (DLDC)
<b>Area:</b>	Donegal (excluding Inishowen)
<b>Main Purpose of Role:</b>	<p>To support and guide homeowners through the application process for the Defective Concrete Blocks grant scheme and facilitating access to relevant support services.</p> <p>The successful candidate will work independently, and as part of a small team alongside a facilitator in DLDC. They will also collaborate externally with Facilitators in the Inishowen Development Partnership (IDP) and staff working in the Council's Defective Concrete Block Grant Team. Together, all parties will meet monthly to share information to ensure that all have a full understanding of any challenges being experienced in their respective roles.</p>
<b>SALARY:</b>	Salary funding for this position is €46,411 per annum pro rata.
<b>Conditions of Work:</b>	<ul style="list-style-type: none"> <li>• The DCB Community Facilitator will be required to work 35 hours a week.</li> <li>• Performance in the role will be reviewed throughout the term. Expected outputs and outcomes will be reviewed formally on a quarterly basis including caseload.</li> <li>• A probationary period of at least six months will apply.</li> <li>• Support in the role will be provided and reasonable caseloads will be set out.</li> <li>• This is a 1-year Fixed Term contract, and may cease/continue after this date, dependent on funding.</li> <li>• Main base will be in Letterkenny.</li> </ul>
<b>Main Duties</b>	
<b>1</b>	The DCB Community Facilitator will provide facilities for homeowners who may not have the necessary facilities to make an online application e.g. scanning, printing of necessary forms.
<b>2</b>	To provide assistance to homeowners in accessing the necessary supporting documentation required to make an application, such as Land Registry, Revenue Commissioners, Engineer's Ireland, and so forth.
<b>3</b>	To signpost homeowners in accessing other services, such as health services, counselling services and other services / programmes that are developed.
<b>4</b>	To support homeowners in negotiations with financial institutions in relation to existing mortgages and borrowings.
<b>5</b>	To assist homeowners securing alternative accommodation, such as private rented accommodation, mobile homes etc., depending on requirements and preferences of the applicant.
<b>6</b>	To assist homeowners to secure storage facilities, if required.

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7	To work closely with the existing facilitator, liaise with the DCB Community Facilitators in the Inishowen Development Partnership (IDP) and work in partnership with the Donegal County Council's Defective Concrete Block Grant Team. To prepare for monthly meetings, solve problems and share information so all parties have a full understanding of any challenges being experienced in their respective roles.	
8	To apprise their line manager on progress to ensure that the role of the DCB Community Facilitator is in line with expectations. To prepare ongoing activity reports on projects for presentation to the working group, and other relevant stakeholders. As outputs and outcomes will be reviewed against KPI's on a quarterly basis, the DCB Community Facilitator will be required to prepare timely reports on the process of the Scheme.	
9	To undertake other duties as directed by the CEO or Board of Management.	
10	To effectively manage caseload and respond to clients within agreed timelines.	
<b>Core Competencies</b>		<b>Essential</b>
1	<b>Competency in Information Provision</b>	A relevant third level qualification, or equivalent, with a minimum of 3 years' experience of working in an information, advice, advocacy or community development setting. An understanding of the issues around the provision of, and access to information, advice and advocacy services. Understanding of schemes available for the Remediation of Damaged Dwellings due to Defective Concrete Blocks. Ability to research and advise homeowners in relation to Land Registry, Revenue Commissioners, Engineer's Ireland.
2.	<b>Interpersonal &amp; Liaison Skills</b>	The DCB Community Facilitator will be required to be able to liaise effectively and efficiently with homeowners, engineers, local authority and housing agency to support homeowners in accessing the scheme. They will need to be a positive problem solver with empathy and strong listening skills, capable of effectively contributing as part of a small team in DLDC.
3.	<b>Project Management Skills</b>	The DCB Community Facilitator will be required to produce timely and relevant reports for the various partners, Committees, Boards and other groups within the DLDC structure. They must demonstrate clearly experience of organising, managing and prioritising own workload. Excellent organisational, administrative and a good working knowledge of the standard suite of business- related software and IT packages is essential.
4.	<b>Motivation</b>	Ability to support and motivate homeowners, and others and inspire trust. The DCB Community Facilitator 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.
5.	<b>Communication &amp; Reporting Skills</b>	The DCB Community Facilitator will have experience of forming good working relationships with organisations and communities, combined with excellent communication and listening skills. They will have excellent verbal and written abilities. Have strong group facilitation skills and be confidential by nature. Experience in form filling and completing grant applications. They will have strong reporting, analysis and presentation skills.

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6.	Skills/Experience	3 years' experience of working in an information, advice, advocacy or community development setting.
7.	'Other'	Must hold a clean, current driving license with access to own transport to fulfil the responsibilities of the role.
Core Competencies		Desirable
<ul style="list-style-type: none"> <li>• Demonstrated ability to absorb, analyse and evaluate information from a variety of sources.</li> <li>• Have previous experience in the information or voluntary sector</li> <li>• Proven ability to represent, negotiate and communicate on a client's behalf</li> <li>• Prior experience in negotiations with financial institutions</li> </ul>		
DLDC reserves the right to enhance criteria, dependent on the responses received to the advertisement.		

### Application Process

- To apply for the position, **please submit by email with a letter of application, clearly outlining how you meet the criteria, together with a current Curriculum Vitae** to: Human Resources at [vacancies@dldc.org](mailto:vacancies@dldc.org)
- The closing date for receipt of applications is **Monday 9<sup>th</sup> September 2024 at 12 noon** and no applications will be accepted post deadline.
- It is expected that the proposed interview date will be **Wednesday 18th September 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. If you require any accommodations during the recruitment process, please let us know, and we will work with you to meet your needs.*

HRM/21.08.24