



PEACEPLUS

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Development CLG

Forbairt Áitiúil
Dhún na nGall



Part-Time Specialist Officer - SPACE (Social Participation and Combating Exclusion)

Job Title:	Part-Time Specialist Officer – SPACE (Social Participation and Combating Exclusion)
Reporting To:	Community Development Manager
Employer:	Donegal Local Development CLG (DLDC)
Main Purpose of Role:	<p>DLDC is a community-led local development company covering the Donegal catchment area. We work to improve the opportunities for people and communities in Donegal to bring about positive changes in their own lives and in their community.</p> <p>The Social Participation and Combating Exclusion (SPACE) Programme is a countywide, PEACEPLUS-funded initiative in Donegal that aims to foster peace, reconciliation, and community cohesion by reducing social isolation, promoting inclusion, and strengthening community capacity, particularly in rural areas and among those most at risk of exclusion. The programme will be delivered in partnership with Póca Productions, a creative facilitation and training organisation responsible for the design and facilitation of 16 intergenerational projects involving up to 375 participants aged under 18 and over 60 across all five Municipal Districts in Donegal.</p> <p>The Officer will provide administrative, financial, and reporting support for the programme. The role focuses on ensuring the programme operates efficiently, compliantly, and within budget, with responsibility for programme administration, budget tracking, processing payments, monitoring outputs, and supporting PEACEPLUS reporting requirements.</p> <p>They will support participant recruitment in partnership with DLDC’s Community Development Team and SICAP-supported networks, including Active Retirement and Active Age groups, and will work closely with DLDC staff and Póca Productions to support inclusive, intergenerational activities and outcomes.</p> <p>It is an excellent opportunity for someone with experience in coordinating community projects and who can work in a way that reflects <i>DLDC’s values of respect, community, collaboration, inclusion, and integrity.</i></p>
SALARY:	Specialist Officer salary scale – commencing €24,000 (full time equivalent €40,000)
Conditions of Work:	<ul style="list-style-type: none"> • This is a part time time (21 hours, 3 days per week) fixed term fixed term contract 31 December 2027, is subject to PEACE PLUS funding. • The position is based in Letterkenny. • A probationary period of at least six months will apply and performance in role will be reviewed as part of regular one-to-ones. • Benefits include: <ul style="list-style-type: none"> ○ Eligibility for a 6% employer-contributed pension scheme ○ 25 days annual leave & other leave options ○ Flexible working options ○ Hybrid working options following successful probation ○ Travel and subsistence allowance ○ Limited hybrid working options available post-probation ○ Learning and development opportunities ○ Employee Assistance Programme
Main Duties:	
1	Project Coordination

	<ul style="list-style-type: none"> • Work with Póca Productions on the planning, coordination, and implementation of the SPACE Programme, including developing a programme work plan and mapping project phases and timelines. • Support delivery of 16 intergenerational projects involving up to 375 participants aged under 18 and over 60 across all five Municipal Districts in Donegal. • Provide administrative coordination and support for the SPACE Programme, working closely with Póca Productions and DLDC's Community Development Team. • Support the smooth operation of the programme through records management, scheduling support, participant data management, and programme correspondence. • Take lead responsibility for budget tracking, processing invoices and payments, and maintaining accurate financial records in line with DLDC and PEACEPLUS requirements. • Assist with monitoring and reporting, including collating quantitative and qualitative outputs and supporting progress, review, and funder reporting. • Support participant recruitment in collaboration with the Community Development Team, particularly through SICAP-supported networks such as Active Retirement and Active Age groups. • Act as an administrative and coordination link between DLDC and Póca Productions; note that responsibility for programme design and facilitation rests with Póca Productions. • Support programme meetings, learning events, reviews, and close-out activity as required.
2	Partnership & Stakeholder Engagement <ul style="list-style-type: none"> • Act as the main liaison point between DLDC, Póca Productions, the Donegal Age Friendly Alliance, participating schools, Youthreach centres, older persons groups, and community partners. • Support the effective functioning of partnership arrangements and, if required, contribute to the establishment and operation of a Project Advisory Group. • Foster strong cross-community and intergenerational relationships that support peace-building, social inclusion, and participation.
3	Participant Recruitment & Inclusion <ul style="list-style-type: none"> • Coordinate the Participant Recruitment Plan, ensuring all programmes are free of charge and accessible. • Collaborate with community development team to engage DLDC networks - Family Resource Centres, Men's Sheds, as well as education providers and community organisations to recruit participants from all community backgrounds. • Ensure participation reaches socially excluded, rural, and marginalised groups, including people from new communities. • Oversee participant registration, consent, safeguarding, and data protection processes in line with DLDC policies and funder requirements.
4	Monitoring & Evolution <ul style="list-style-type: none"> • Work with DLDC management to implement systems for monitoring, evaluation, and performance tracking. • Contribute to interim reviews, learning events, and final evaluation, capturing evidence of impact and learning. • Ensure programme activities contribute clearly and demonstrably to PEACEPLUS objectives, including: <ul style="list-style-type: none"> ○ Social participation <ul style="list-style-type: none"> ○ Combating isolation and exclusion ○ Building trust, understanding, and positive relationships • Monitor both outcomes & impact, as well as project-related costs, facilitator fees, and delivery expenses to ensure value for money. • Maintain accurate programme records to support audits, funder requirements, and DLDC reporting obligations.
5	Miscellaneous <ul style="list-style-type: none"> • Carry out other related duties to ensure programme outputs. • Be willing to work outside work schedule from time to time to meet programme needs
Core Competencies	
1	Qualifications A recognised and relevant third level qualification in community development or related discipline and/or Minimum 3 years working experience in a community development, project management, or related field.
2	Experience At least 3 years' experience in a role that has involved project management , including planning, coordination, delivery, and reporting against targets. Previous working experience in community development, social inclusion, or programme delivery , ideally with hard-to-reach or marginalised groups.
3	Project Management Skills Candidates must clearly demonstrate experience of organising, planning,

		coordinating and managing workload. Strong administration together with a good working knowledge of the standard suite of business- related software and IT packages is required.
4	Interpersonal Skills	The Officer will be able to liaise effectively and efficiently with teams, individuals, organisations and community groups and act as a positive and contributing member of DLDC team. They will demonstrate initiative and ability to work with others to achieve outcomes.
5	Communication	The Officer will have experience of forming good working relationships with organisations and communities, combined with excellent communication and listening skills. They have strong communications skills; excellent verbal and written abilities.
6	'Other'	Full clean drivers licence and access to own transport to fulfil the requirements of the role. Fluent English and permission to work in Ireland.
Core Competencies		Desirable
<ul style="list-style-type: none"> • Ability to communicate in Irish is advantageous. • Knowledge of safeguarding or GDPR • Experience of group facilitation & training. • Experience of social inclusion or working with new community groups. 		
<p>DLDC reserves the right to enhance criteria, dependent on the responses received to the advertisement. A panel may be formed from this recruitment process.</p>		

Application Process

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

- The closing date for receipt of applications is **Thursday 30th April 2026** and no applications will be accepted post deadline
- Interviews are likely to take place week **between 7th & 13th May 2026**.

We reserve the right to enhance the shortlisting criteria. A panel may be formed from which suitable positions will 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. Please advise of any required accommodations or adjustments.