DLDC - Job Description

COMMUNITY DEVELOPMENT PROJECT OFFICER

Job Title:	Community Development Project Officer (Committee Supports)
Reporting To:	Assistant Community Development Manager
Employer:	Donegal Local Development CLG (DLDC)
Main Purpose of Role:	DLDC is a community-led local development company covering all of County Donegal except the Inishowen area. We work with marginalised communities and service providers using a community development approach to improve people's lives. An opportunity has arisen within the Community Development team. The Project Officer will play a key role within the Goal 1 Empowering Disadvantaged Communities team and will be responsible for delivering actions 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 have a particular focus on supporting committees in community organisations across the catchment area. The project officer will provide capacity building support, facilitate partnerships, and provide information and resources to enhance community initiatives. They will support committees in improving community engagement, ensuring accountability through monitoring and evaluation, offering policy guidance, and fostering collaboration for sustainable development.
SALARY:	Project Officer Scale - €37,080 per annum

Conditions of Work:	• The Project Officer will be required to work 35 hours a week
	• The main office base will be in Letterkenny.
	• A probationary period of 6 months will apply, and performance will be reviewed as part of ongoing one-to-ones.
	• This a fixed term contract to 31 December 2028, funded under the SICAP 2024-2028 programme.
	• Benefits include:
	  ○ Eligibility for a 6% employer-contributed pension scheme
	  ○ 25 days annual leave & other leave options
	  ○ Travel and subsistence allowance
	  ○ Learning and development opportunities
	  ○ Flexible and hybrid working options following probation completion
	  ○ Employee Assistance Programme

Main Duties	
1	*Key Programme Responsibilities* • Work with community groups and committees to identify local priorities, develop projects, build partnerships and support initiatives that improve opportunities for people experiencing disadvantage. • Support community committees to strengthen governance, leadership and sustainability through advice, mentoring, succession planning, business planning support and the sharing of best practice. • Provide information, resources and practical support to help community groups identify community needs, operate effectively, manage activities and meet their community development objectives.

	• Coordinate the panel of mentors, ensuring committees have access to appropriate advice, expertise and specialist supports. • Organise and deliver training and development workshops that build committee skills, strengthen governance and help members understand their roles and responsibilities. Liaise with external trainers where specialist expertise is required. • Promote equality, inclusion and community participation by supporting groups at different stages of development and helping them understand their social inclusion responsibilities. • Provide guidance and support on funding opportunities, including SICAP and other programmes, and assist groups with grant applications. • Apply the All-Ireland Standards for Community Development, promoting equality, participation, inclusion and sustainable community development. • Support community committees to lead and deliver local initiatives that address social exclusion, inequality and poverty in partnership with service providers and other stakeholders. • Support the Community Development Team in identifying, developing and promoting projects, including initiatives that contribute to climate action.
2	*Programme Monitoring and Impact* • Manage programme activities effectively, ensuring delivery in line with governance requirements, DLDC policies and funder guidelines. • Provide oral and written progress reports to the Line Manager, Steering Groups and Board, highlighting achievements, outcomes and any issues arising. • Maintain accurate and up-to-date programme records, files and supporting documentation to support monitoring, reporting and compliance requirements. • Ensure all participant, group and community activity data is recorded and maintained on the Pobal IRIS system. • Maintain documentation required by the Finance and Administration Team and for inspection by auditors, Pobal, LCDCs and other relevant monitoring bodies. • Promote SICAP across the catchment area through information sessions, outreach activities, local media, networking and site visits.
3	*Partnerships and Collaborative Working* • 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. • Keep informed of relevant policy, sector and community development trends at local, regional and national level, and identify their implications for SICAP and related projects. • Participate in both internal and external working groups as are relevant to the Community Development Department/DLDC. • Effectively facilitate meetings both in person and virtually using platforms such as Zoom/Teams, and document meetings and outcomes appropriately. • To demonstrate a willingness to take on additional duties and work outside schedule as and when required.
Essential Competencies	
Essential Experience Applicants must be able to demonstrate on application: • A recognised and relevant Third Level qualification in Community Development, Social Sciences, Adult Education, Social Policy, Rural Development, Social Enterprise, **and/or** a minimum of three years' experience working in community development. • Must demonstrate previous relevant experience working and/or volunteering with community committees and be able to provide evidence of advising, supporting and successfully building their capacity. • The Officer must demonstrate a strong understanding of community development principles and practice and a commitment to integrating equality, social inclusion and anti-poverty approaches into their work.	

- An understanding of the barriers and challenges experienced by disadvantaged communities, gained through professional, voluntary or lived experience.
- Experience of planning and delivering projects, programmes, training, mentoring, workshops or other community development activities.
- Experience of identifying funding opportunities and supporting groups or organisations with funding applications.
- Experience of building positive working relationships and collaborating with communities, community organisations, statutory agencies, funders and other stakeholders.

Knowledge and Skills

Applicants should be able to demonstrate:

- Knowledge of the local development sector in Ireland and an understanding of the needs of disadvantaged communities and SICAP target groups.
- An understanding of funding, sustainability and organisational development.
- Strong presentation, facilitation, communication and listening skills, with the ability to engage effectively with a range of audiences.
- Strong report writing, administration and record-keeping skills.
- Strong organisational skills, with the ability to manage a varied workload and meet deadlines.
- Good IT skills, including Microsoft Word, Excel, PowerPoint and online communication tools.
- A commitment to community development, equality and social inclusion.

Other Requirements

- Full clean driving licence and access to a car.
- Permission to work in Ireland.
- Ability to work occasional evenings and weekends when required.

Desirable Competencies

- Voluntary experience in the community
- Ability to communicate in Irish is advantageous.
- Experience of group facilitation & training.
- 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.

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, including the provision for drivers' licence & access to own transport, to: HR Department by Email to: vacancies@dldc.org
- The closing date for receipt of applications is 9:00am Monday 9th of November 2026
- Interviews are likely to take place on the week of 16th of November 2026.

Donegal Local Development CLG is committed to a Policy of Equal Opportunity. Canvassing will disqualify. We are fully committed to creating an inclusive, open, welcoming, and an accessible environment and a barrier-free hiring process. We provide reasonable accommodations to applicants and employees with disabilities. If you require adjustments to participate in the application or interview process, or to perform the essential duties of this role, please contact Geraldine at vacancies@dldc.org. All requests will be treated with the utmost confidentiality.