

- Job Title:** Community Development Worker (Communities) – Full-time position
- Location:** Initially based out of Meath Partnership’s offices in Kells, Co. Meath but moving to an outreach office in Navan to facilitate programme delivery (September 2018).
- Responsible to:** Programme Manager on a day-to-day basis and to the CEO thereafter.

Purpose of the role:

The role of the Community Development Worker is to help communities to bring about social change and improve the quality of life in their local area. You will be primarily working with local community groups to empower them to:

- identify their assets, resources, needs, opportunities, rights and responsibilities
- plan what they want to achieve and take appropriate action
- develop activities and services to generate aspiration to progress and confidence to act.

As the Community Development Worker you will act as the link between communities and a range of other local authority, state and voluntary sector service providers in County Meath.

Main Duties of the Community Development Worker will include:

- Support the establishment and/or development of a minimum of 45 local community groups (LCGs) in county Meath targeting those communities identified as most disadvantaged. LCGs can be both area and issue based in line with the SICAP programme target groups.
- Implement a robust community-led consultation process to assess the following aspects of the local community groups: building organisation, building skills, building equality and building involvement using the Scottish Community Strengths Framework as a model of good practice
- Identifying community skills, assets, issues and needs at LCG level and develop appropriate LCG support plans for each
- Provide community development supports and interventions for volunteers to support community organisations achieve their strategic aims, attain resources, fundraise, influence policy affecting their target group and participate in local decision making structures.
- Building links with other groups and agencies and helping to raise public awareness on issues relevant to the community
- Support the establishment and operation of a community office in the Navan area
- Planning, attending and coordinating meetings and events as required
- Manage caseload and record deliverables in electronic (IRIS) and hard copy formats (LCG files).
- Undertake reporting, publicity, promotional initiatives and representational duties appropriate to the implementation of the SICAP programme.

Administration

- Adhere to the guidelines of the Programme and operational procedures within Meath Partnership ensuring strict adherence to them at all times
- Develop professional working relationships with all target group members, stakeholders and customers and to maintain regular communication throughout the development lifecycle
- Prepare and update client records in strict compliance with use and data protection policies
- Keep appropriate and up-to-date records of all project activities and update the Programme’s IRIS system
- Monitor satisfaction levels of individual target group members, development groups and customers

Teamwork

- To work as part of the SICAP Team
- To ensure open, professional and honest communication within the team environment
- To exploit and build upon the complementary programmes delivered by Meath Partnership for the benefit of SICAP target groups
- Such duties (including administrative duties) as may be assigned from time to time by the Programme Manager and/or CEO

Skills and Experience Required:

- A relevant third level qualification in community development, youth work, social sciences, education/ training or a related field is required
- A minimum of three years' paid experience in programme delivery and/or training

The candidate should possess the following skills and attributes:

- Understanding, promoting and working in accordance with community development principles
- Independent, creative thinking and excellent problem solving skills
- A good team player with enthusiasm, drive, friendliness and approachability
- Excellent written and verbal communication skills
- Ability to prioritise workload and solve problems
- Excellent and proven ICT skills including social media
- Precise methodological approach with effective organisational and administrative skills
- Experience of developing and delivering training programmes
- A genuine enjoyment of helping people to develop
- Knowledge of local development and the changing local development landscape
- Demonstrate cultural awareness and sensitivity

Terms of Employment

This is a 37.5 hour contract per week up to 31st December 2019 subject to the satisfactory completion of 6 month probation period. The post is a full-time position and has a county-wide remit with a competitive salary on offer, commensurate with experience. The nature of the work may require working unsocial hours i.e. evenings and weekend and access to own transport is essential for the position given the outreach nature of the role. This position is subject to Garda Vetting in line with Meath Partnership policy.

Leave: The annual leave entitlement is twenty (20) days per annum, pro-rata for shorter periods. Entitlement to leave for Public Holidays is in accordance with the terms of the Organisation of Working Time Act 1997. Meath Partnership closes for five (5) days at Christmas; this time is additional to the annual leave entitlement detailed above. Meath Partnership is an Equal Opportunities Employer.

This position is funded through the Irish Social Inclusion & Community Activation Programme 2018 - 2022.