

## COMMUNITY DEVELOPMENT WORKER (INDIVIDUALS)

### JOB DESCRIPTION

**Overall purpose of the Position:** To support and facilitate the implementation of Meath Partnership's SICAP series of actions in County Meath providing assistance, guidance and direction for individuals and target groups in the County, in order to maximise the impact and benefits of the Programme.

**Reporting to:** the Programme Manager and CEO

The **role** of the Community Development Worker (Individuals) will primarily involve the following:

- Coordinate the development, implementation and delivery of the SICAP lifelong learning and training programmes under Goal 2 of the Programme
- Devise, deliver and tutor on a range of lifelong learning programmes working in the areas of personal effectiveness and empowerment, social inclusion, career coaching, community development, etc.
- Organise and deliver training and learning events and seminars in line with annual action plan
- Conduct action research projects with disadvantaged target groups in order to inform policy and initiatives at county level
- Animate and promote the activities of SICAP throughout the County, particularly in areas currently under-served in terms of programme activities
- Consult and network with state, community and voluntary organisations keeping them informed and supported with information on good practice with respect to all aspects of SICAP activities
- Identify opportunities for collaborations with other programmes and agencies in order to add value for our clients

### 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

### Educational requirements

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

### The candidate should possess the following skills and attributes:

- Experience of developing and delivering training programmes
- 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
- A genuine enjoyment of helping people to develop
- Knowledge of local development and the changing local development landscape
- Demonstrate cultural awareness and sensitivity

### Other requirements for the job:

- Availability to work unsocial hours if required
- Full clean driving licence and access to a car

### 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.