

### SICAP Administration Support Worker Job Description

**Employer:** Meath Partnership  
**Job Title:** SICAP Administration Support Worker [Special Purpose Limited Term Contract]  
**Location:** Meath Partnership Head Office, Kells, Co. Meath. Client supports to be delivered throughout the county at various locations as required.

**Responsible to:** Programme Manager on a day-to-day basis and to the CEO thereafter.

**Purpose of the job:** The successful candidate will join the *Social Inclusion Community Activation Programme (SICAP)* as an administrative support worker. The successful candidate will be responsible for the organisation and administration of day to day planned activities as set out under Goal 1 and Goal 2 annual SICAP programme plans. Bi-lingual fluencies, in particular Ukrainian or Russian language speaking ability is highly relevant to this role but not essential, fluency in English is however essential for this post. In respect of social inclusion, the SICAP Programme covers a broad range of thematic areas, target groups and challenging social issues. Candidates will be expected to be dynamic and flexible in their approach to work.

#### Main Duties to be delivered include:

- Provision of administrative support to the SICAP team.
- Support the development and implementation of programmes in line with client needs to promote an ethos of integration and interculturalism.
- Liaise with key staff and project partners to support the coordination of day to day services.
- Network with collaborative partners, organisations and agencies to support the recruitment and third party referral of participants and clients in consultation with the SICAP Manager.
- Represent Meath Partnership on relevant internal and external working groups, and attend relevant meetings and conferences when required.
- Point of information and support for clients, collaborative partners and external organisations on SICAP service provision.
- Undertake publicity exercises, promotional initiatives and representational duties appropriate to supporting the delivery of the SICAP programme.
- Co-ordinate activities with other programmes within Meath Partnership to ensure a focus on the provision of an excellent customer service to our clients and stakeholders.
- Support the wider SICAP team in maintaining action files and other programme files.
- Manage and maintain the SICAP Training Providers' panel.
- Support the SICAP team with individual client registrations where required.
- Co-ordinate the logistical arrangements for all workshops and events.
- Complete all administration requirements including file maintenance and monthly reporting duties as set out in the programme guidelines.
- The above duties and responsibilities are not intended to be a complete list of all duties involved in the role, and consequently, the post holder may be required to perform other duties as deemed appropriate. Such duties may be assigned from time to time by the Programme Manager and/or CEO.

#### Terms of Employment

One position available. 37.5 hours per week. Due to the nature of the work a full driving licence and access to own transport is essential given the outreach services attached to the post on offer. This position is subject to Garda Vetting in line with Meath Partnership policy.

**Duration:** Special purpose limited term contract up to December 2023. Contracts may be extended subject to provision of further SICAP Special Purpose funding for Ukrainian Response. A three and six-month probationary period applies.

## Personal Specifications for SICAP Community Development Integration Officer

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### Education Qualifications and Attainments

- Have attained a relevant minimum QQI level 5 qualification or equivalent in one of the following areas; Community Development, Migrant Studies, Humanities, Social Care or Office and Programme Administration.

### Essential Knowledge and Experience

- Candidates must have previous professional experience working in a similar environment.
- Strong oral and written communication skills with an excellent command of English.
- Excellent organisational, administrative, creativity and ICT skills.
- Ability to work to deadlines and respond effectively to changing deadlines.
- Must be solution-focused, outcomes-driven and dynamic in your approach to the position.

### Desirable Skills, Abilities and Experience

- Highly desirable bi-lingual capacity, fluent Ukrainian or Russian speaker with bi-lingual writing skills.
- Ability to prioritise work and work on their own initiative.
- Ability to work as part of the wider SICAP team.
- Management of sensitive data and confidential information.
- Accurate and methodological approach.

### The Successful Candidate will:

- Have an understanding and knowledge of the range of social inclusion supports and services including information and advice (including non-SICAP) provided by Meath Partnership.
- Demonstrate an ability to thrive in a highly pressurised, target driven environment.

**Salary:** €35,000 per annum pro rata increasing to €37,000 after 6 months, subject to the successful completion of the probation process and an extended contract of employment being available.

**Leave:** The annual leave entitlement is twenty-five (25) 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 included in the annual leave entitlement detailed above.*

### Application Process

To apply, please submit the following:

- A brief cover letter
- A curriculum vitae summarising your qualifications and relevant experience.

Please send your application to [info@meathpartnership.ie](mailto:info@meathpartnership.ie). Applications should be clearly marked “**SICAP Administration Support Worker**”. Meath Partnership is an Equal Opportunities Employer and all personal data will be retained in line with our GDPR policy.

***Closing date for receipt of applications is Friday 3<sup>rd</sup> March 2023. Late applications will not be considered.***

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



Rialtas na hÉireann  
Government of Ireland



Có-mhainithe ag an  
Aontas Eorpach  
Co-funded by the  
European Union



government supporting communities



Social Inclusion &  
Community Activation  
Programme

The Social Inclusion and Community Activation Programme (SICAP) is co-funded by the Irish Government, through the Department of Rural and Community Development, and the European Social Fund Plus under the Employment, Inclusion, Skills and Training (EIST) Programme 2021 -2027.