

SICAP Community Development Integration Officer Job Description

Employer: Meath Partnership
Job Title: SICAP Community Development Integration Officer x 2 [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)* team and will assist in identifying and addressing the support needs of Ukrainian refugees in Meath, this will also involve working with local communities and agencies in order to advance both community and economic integration. The successful candidates will be responsible for day to day support activities and for the implementation of SICAP priorities under Goal 1 and Goal 2 in line with annual programme plans. In respect of social inclusion, the SICAP Programme seeks to address a broad range of thematic areas and challenging social issues. Candidates will be expected to be dynamic and flexible in their approach to work.

Main Duties to be delivered include:

- Direct delivery of SICAP programme supports and services to individuals and groups displaced due to the Ukrainian war under Goal 1 and Goal 2 SICAP projects focusing on five core pillars; Initial Assessment, Humanitarian Assistance, Language Needs, Employment & Economic Welfare, and Community Integration.
- Engage and support refugees in availing of the supports and services available to them.
- Introduction to local services as available in each service area, such as library, parks, pharmacies, doctors, health clinics, shops and local amenities supportive of recreation and social interaction.
- Facilitate wellbeing activities to encourage displaced individuals in connecting with others and taking part in community activities.
- Provide all individuals with opportunities to network with their fellow Ukrainians across the county through the formation of Ukrainian LCG's.
- Coaching and mentoring individuals to identify and work towards their social, educational, employment and integration goals.
- Organise and facilitate intercultural and integration events.
- Address transport barriers where possible.
- Provision of interpretation and translation services when required.
- Signpost and support Ukrainians in accessing counselling services to address trauma on a case by case basis as required.
- Support those transitioning from emergency to permanent accommodation.
- Manage caseload and record deliverables in electronic and hard copy formats.
- Complete all administration requirements as set out in the programme guidelines.
- Undertake reporting, publicity, promotional initiatives and representational duties appropriate to the delivery and development of the SICAP programme.
- The above duties and responsibilities are not intended to be a complete list of all duties involved in the role, and consequently, the post holders 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

Two positions 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 posts 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

Education Qualifications and Attainments

- Have attained an educational primary degree level (NFQ Level 7) or professional qualifications in one of the following areas; Community Development, Migrant Studies, Humanities, Social Care or Project Management.

Essential Knowledge and Experience

- Candidates must have previous professional experience working in a similar environment.
- Must have the ability to advocate for refugees from different across a diverse range of needs, possess excellent negotiation skills and an understanding of cultural differences
- Strong oral and written communication skills with an excellent command of English.
- Excellent organisational, administrative, creativity and ICT skills.
- Must be solution-focused, outcomes-driven and dynamic in your approach to the position.

Desirable Skills, Abilities and Experience

- Bi-lingual capacity is highly desirable, fluent Ukrainian or Russian speaker with bi-lingual writing skills.
- Ability to work on own initiative and as a member of a team, working effectively within the support and supervision structures provided to meet high level goals and targets.
- Ability to manage caseload effectively within given timeline and reporting and budgetary constraints.
- 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 available including information and advice (including non-SICAP) provided by Meath Partnership.
- Demonstrate an ability to thrive in a highly pressurised, target driven environment.

Salary: €42,000 per annum pro rata increasing to €44,000 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. Applications should be clearly marked “**SICAP Community Development Integration Officer**”. 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 3rd 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
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