

Meath Partnership: SICAP Community Development Integration Officer (<https://www.activelink.ie/node/115437>)



Exciting Career Opportunity At Meath Partnership

SICAP Community Development Integration Officer (Full-time, Fixed-Term Contract)

The Position

Meath Partnership is seeking a dynamic and empathetic professional to join our Social Inclusion and Community Activation Programme (SICAP) team as a Community Development Integration Officer, supporting the integration of migrants and refugees across Co. Meath.

This role is central to the delivery of targeted SICAP supports under Goal 1 and Goal 2 which are focused on community development, personal wellbeing, access to services, employment pathways and social inclusion. Working via an interagency and community-led approach, this post requires excellent interpersonal skills, cross-cultural understanding and a flexible, solutions focused attitude.

Due to the outreach nature of the role, a full driving licence and access to personal transport are essential.

Key Accountabilities

Reporting to the Social Inclusion Manager and ultimately the CEO, the SICAP Community Development Integration Officer will be responsible for:

1. Direct Delivery of Integration Supports

- Delivering a structured programme of support to individuals and groups across five core areas:
- Initial Needs Assessment
- Humanitarian & Social Assistance
- Language & Communication Support
- Employment & Economic Development
- Community Engagement & Integration
- Promoting awareness of and access to local services including libraries, parks, health services, shops and community facilities.
- Facilitating group wellbeing activities and encouraging participation in community initiatives.
- Creating opportunities for social connection by establishing Local Community Groups.

2. Individual Mentoring & Goal Setting

- Providing one-to-one coaching to support clients in setting and achieving goals across education, training, employment, social participation and integration.
- Assist with practical supports including advocacy (e.g. IPO), completion of official documentation, CV preparation, job search support, interview skills and career advancement.
- Support access to language services, health referrals, counselling, trauma-informed services, and the transition from

emergency to long-term accommodation.

3. Intercultural Engagement & Event Delivery

- Organising and delivering intercultural events, community integration initiatives and networking opportunities to support social cohesion.
- Develop partnerships with educational providers, community groups, businesses and agencies to enhance service provision and employment opportunities for clients.
- Addressing practical barriers to participation, including transport and translation needs.

4. Administration, Reporting & Compliance

- Managing a personal caseload with accurate, timely updates to client files and records (both digital and paper-based).
- Completing all administrative and reporting requirements in line with SICAP programme standards.
- Supporting promotional and publicity initiatives and participating in community outreach activities.

This job description is intended to outline the key accountabilities and responsibilities attaching to this position. It is not intended to be an exhaustive list of all duties, responsibilities or activities to be attended to. SICAP operates in a fast-changing environment, where staff may need to shift focus to respond to emerging social and economic needs. A flexible approach to programme or company related tasks which may arise and which are not specifically detailed in this job description will be required.

Educational Qualification or Professional Attainment

- Possession of an educational or professional qualification relevant to Community Development, Migrant Studies, Social Care, Humanities, Project Management or a related discipline.

Essential Knowledge and Experience

- Previous professional experience in community development or migrant support services.
- Strong interpersonal and negotiation skills, with the ability to advocate on behalf of refugees and migrants.
- Demonstrated understanding of cultural differences and refugee integration challenges.
- Excellent verbal and written English language skills.
- Excellent organisational and time-management skills with experience of working in a fast-paced environment and to monthly deadlines.
- High levels of accuracy and veracity with evidence of being precise, accurate and detail oriented.
- IT literate in CRM systems and Microsoft Office.
- Self-motivated, capable of independently organising and delivering on comprehensive work plans and objectives.

Desirable Skills, Abilities and Experience

- Practical understanding of working with trauma-affected individuals.
- Ability to interpret and execute operational plans and organisational policies.
- Skilled in managing caseloads efficiently, adhering to timelines, reporting requirements and budget constraints.
- Previous experience in delivering training directly.
- Strong commitment to the values of community participation, social inclusion and diversity.
- Experience in the management of sensitive data and confidential information.
- Capable of absorbing, analysing and evaluating data and information from diverse sources.
- Possess knowledge and understanding of the variety of social inclusion supports and services, including both SICAP and non-SICAP information and advice, offered by Meath Partnership.
- Additional EU languages are an asset, but not a requirement.

Terms of Employment

One full-time, fixed-term position is available, working 37.5 hours per week.

The nature of the work will require working some unsocial hours i.e. evenings and weekends. A full driving licence and access to own transport is essential due to the outreach services associated with the position. This post may be subject to Garda Vetting in line with Meath Partnerships policy.

Duration

This is one year, fixed-term contract. Any extension to the contract of employment will be subject to the availability of funding and continuation of SICAP programme services.

Location

Successful candidates will be based in Meath Partnership's Head Offices, located at Units J & K, Kells Business Park, Cavan Road, Kells, County Meath.

Meath Partnership is committed to ensuring a satisfactory work-life balance for its employees. As such, hybrid-working and flexi-time arrangements will apply to this position.

Salary

The salary range on offer is €40,000.00 - €42,000.00 per annum, commensurate with experience.

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.

Application Process

To apply, please submit the following to info@meathpartnership.ie (<mailto:info@meathpartnership.ie>):

- A brief cover letter including personal statement demonstrating how you meet the above-mentioned requirements for the position (no more than 500 words) which must communicate your relevant experience
- A curriculum vitae summarising your qualifications and work experience to date.

Applications should be clearly marked "SICAP Community Development Integration Officer".

Applicants will be shortlisted on the basis of information provided in their application.

Closing Date

The closing date for applications is 5pm on Friday, 30th May 2025. Late applications will not be considered.

Meath Partnership is an equal opportunities employer. We are an organisation that embraces diversity and inclusion. We welcome applicants from diverse backgrounds and encourage these individuals to bring their experiences and perspectives to Meath Partnership. All information will be held in line with Meath Partnerships GDPR policies.



Region

Co Meath

Date Entered/Updated

6th May, 2025

Expiry Date

30th May, 2025

