

Cork City Partnership: Community Development Support Worker (Part Time) (<https://www.activelink.ie/node/116531>)



Community Development Support Worker

Social Inclusion And Community Activation Programme (SICAP) 2024-2028

Cork City Partnership is a Local Development Company. We aim to improve the life chances and opportunities of people who experience the effects of poverty and social exclusion through promoting equality and inclusion for all.

The Social Inclusion and Community Activation Programme provides funding to tackle poverty and social exclusion through local engagement and partnerships between disadvantaged individuals, community organisations and public sector agencies.

Responsibilities:

- Working with and supporting the Development Workers to implement actions from the SICAP Annual Plan locally.
- Opening and closing facilities for groups. Making sure our facilities are ready for groups to use.
- Outreach work with Community Development Workers in local areas and priority target areas.
- Answering and directing incoming telephone calls in a professional and courteous manner.
- Responding promptly to emails, inquiries, and general correspondence.
- Greeting visitors, clients, and stakeholders, ensuring a welcoming and professional first impression.
- To register names and details of individuals seeking CCP supports through the SICAP (Social Inclusion and Community Activation Programme)
- Providing relevant supports to individuals including referrals, CV updating etc.
- Providing relevant supports to local groups, including provision of information, support with grant applications etc.
- Carrying out administrative tasks, including responsibility for processing SICAP registration.
- Participating in a central `tracking` team, providing follow up supports to SICAP clients by telephone contact.

The above duties and responsibilities are not intended to be a complete list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.

Experience/skills required.

- Self-starter, can work independently, has experience of facilitating and engaging with individuals and groups.
- At least 2 years relevant administrative work experience.
- Good communication skills (written and interpersonal)
- Be able to demonstrate ability to engage with target groups.
- Be self-motivated, flexible, and able to work on own initiative.
- Good organisational and administrative skills (e.g. record keeping and ability to work to deadlines).
- Have a good level of I.T. skills.
- The post-holder must be available to work evenings as necessary.
- Where an applicant does not have a relevant qualification in Community Work, they must demonstrate experience, knowledge, and ability in relation to the position on offer.

This is a part-time position (21 hours per week). Based in an Outreach Office of CCP.

Email to bbarry@partnershipcork.ie (<mailto:bbarry@partnershipcork.ie>) CV & Letter of Application

Closing date for receipt of Applications –**5.00pm, Friday, 18th July 2025**

Location Cork City

Region
Cork City

Date Entered/Updated
1st Jul, 2025

Expiry Date
18th Jul, 2025

Source URL: <https://www.activelink.ie/vacancies/community/116531-cork-city-partnership-community-development-support-worker-part-time>