



Galway City Community Network
Líonra Pobail Chathair Na Gaillimhe

Galway City Community Network The Public Participation Network In Galway City

Address: Westside Community Resource Centre
Seamus Quirke Road, Galway
Phone: (0) 87 4328489
Email: coordinator@gccn.ie/development@gccn.ie
Website: www.galwaycitycommunitynetwork.ie

Galway City Community Network Development Worker

Galway City Community Network, the Public Participation Network in Galway City, is seeking a skilled, motivated person for the part-time position of GCCN Development Worker. The GCCN Development Worker will be a highly motivated person, with a strong sense of commitment to the ideas and values inherent in the work of GCCN.

Galway City Community Network (GCCN) is the network of community, voluntary and environmental organisations and groups active in Galway City. GCCN is the main link through which the local authority, agencies and the state connect with the community, voluntary and environmental sectors in Galway City. GCCN is committed to contributing to the development and achievement of a vision for the well-being of this and future generations.

The role of GCCN is to:

- Facilitate representation of the community, voluntary and environmental sectors on relevant local government, local development bodies and any local, regional, national or international structures deemed appropriate by GCCN.
- Act as a platform for the community, voluntary and environmental sectors to develop policy and positions on issues of common concern and to advocate for these policies and positions to be implemented.
- Strengthen capacity of the community, voluntary and environmental sectors, including to represent Galway City Community Network on all relevant structures.
- Provide information relevant to the environmental, social inclusion and voluntary sectors and act as a hub around which information is received and disseminated.

GCCN Development Worker Job Specification

The GCCN Development Worker will share responsibility for:

- The development of GCCN membership, including a focus on increased participation from diverse groups and organisations, and induction to new members.
- The provision of support to the GCCN Linkage and Thematic Groups including:
 - The organisation of linkage group meetings
 - Supporting linkage and thematic groups to identify actions and follow-up on decisions made by the linkage groups and thematic groups

- The provision of technical assistance and support to GCCN members, linkage groups and representatives, including policy research, analysis and the drafting of submissions
- Support for GCCN representatives including:
 - Organising preparatory meetings with GCCN representatives in advance of meetings of structures on which GCCN is represented
- Engagement at national level, including the PPN Worker Network and relevant coalitions
- Engagement and development of collaborative initiatives in Galway City including interagency work
- Reports and updates to the GCCN Secretariat, GCCN Plenary, Galway City Council and the Department of Rural and Community Development, including the annual report
- Maintaining GCCN policies and positions ensuring they are relevant and up-to-date
- Contributing to communications with GCCN members
- The identification, organisation and provision of appropriate training to GCCN members, in collaboration with other organisations as appropriate
- Devising materials to be used for PPN responses to requests including online consultations, public meetings, workshops, surveys etc.
- Representing Galway City Community Network at a range of fora as deemed appropriate by the Secretariat
- Representing Galway City Community Network in the media and issuing media releases where appropriate.

Qualifications, experience, knowledge and skills

The successful applicant will be required to have the following qualifications, experience, knowledge and skills:

Qualifications and experience

- 3rd level qualification in community development or other relevant area (relevance must be demonstrated).
- A minimum of 2 years' experience in community development work or equivalent.
- Experience of working with a Voluntary Board of Management/Secretariat

Knowledge

- Knowledge and understanding of public participation, in particular the barriers to participation of socially excluded groups and communities.
- Knowledge and experience of the community and voluntary, environmental and social inclusion sectors.
- Knowledge and understanding of public policy development, with a particular focus on equality issues, Public Sector Duty, environmental justice and relevant national and local policies.

Skills

- Excellent facilitation skills and experience of participatory ways of working with community groups.
- Advocacy and organising skills across social and environmental justice issues.

- An ability to manage and nurture partnerships and relationships across a wide range of stakeholders.
- A proven ability in information/policy analysis and skills in writing reports, submissions and other materials.
- An ability to manage multiple projects at once and to work on own initiative.
- Excellent interpersonal skills and an ability to work well as a member of a team.
- Strong oral, written and digital communication skills.
- Leadership and people management skills.
- Excellent IT and administration skills, including MS Word, Access, Excel & Power Point, social networking, website maintenance etc.

Desirable

- Knowledge in the area of database, particularly Salesforce, management and maintenance
- Full driving licence and access to transport.

The position

- The position is for two-days a week and is for 10 months but renewable subject to funding.
- Work in the evening time will be required.
- The position will be based in the GCCN Offices in the Westside Resource Centre, Seamus Quirke Road, Galway.
- The salary scale will reflect the Grade 4 of local authority pay scales.

Application and Interviews

Please forward your CV and a **cover letter highlighting your qualifications, skills and experience that are relevant to the post as outlined** by March 18th to development@gccn.ie. Please use the subject line **GCCN Development Worker** in all correspondence.

Shortlisting will apply if necessary, and interviews with shortlisted candidates will be held in person. Candidates will be asked to give a presentation on their knowledge, skills and experience that the candidate can bring to the role, with reference to the job specification.

The interview venue is fitted with a HEPA filter to align with the HSA's Code of Practice for Indoor Air Quality.