



## Westmeath Community Development

### Job Description: Community Development Officer [Fixed term Contract]

Westmeath Community Development (WCD) is seeking a Community Development officer to support the delivery of a range of well-organised, imaginative, quality projects and capacity building support for community groups under the Social Inclusion and Community Activation Programme (SICAP) 2024-2028. SICAP provides funding to tackle poverty and social exclusion through local engagement and partnerships between disadvantaged individuals, community organisations and public sector agencies.

#### Purpose of the Post

- Promoting social inclusion in local communities through effective use of community development principles and practice
- Engaging and building the capacity of local community groups in disadvantaged areas
- Engaging and building capacity of SICAP target groups particularly local priority target groups and thematic focus areas
- Supporting local communities to address issues through community development initiatives
- Supporting local communities in disadvantaged areas to address their needs: carry out needs assessments, develop strategic plans and implement projects through community development approaches.

#### Key Areas of Work

- Carry out pre-development work in designated hard to reach rural areas and support the development of local community groups in these areas
- Support local communities to develop a community profile, a community needs assessment and a community action plan
- Carry out capacity building; facilitate the development of new groups; provide training supports to a wide range of SICAP target groups and hard to reach communities
- Assist community groups to secure funding for local projects
- Source relevant training programmes aimed at people living in disadvantaged areas and amongst particular target groups of the SICAP programme
- Support the development of groups/structures with the Traveller and Roma communities
- Support the development of RAPID type network structures in rural areas
- Support the delivery of the RAPID programme in Athlone/Mullingar
- Support local reps to participate in decision making structures such as the PPN and RAPID type networks
- Organising and delivering events in SICAP areas or with SICAP communities of interest
- Liaise with Statutory, community and voluntary agencies
- Maintain records on a database system specific to the SICAP programme and any hard copy requirements



## Person Specification

### *Essential*

- Third Level Qualification in Community Development, Rural Development, Social Science or other relevant discipline (level 7 +)
- A minimum of 2 years' experience working in the community development sector in a similar role
- Have empathy and understanding of the barriers facing target groups, particularly those who are more socially excluded
- Excellent facilitation & training skills
- Good experience in event management
- Ability to advise, inform, motivate and support individuals and a wide range of organisations
- Excellent communication skills (written & verbal) required with the ability to confidently provide information and guidance to individuals and community groups
- Ability to liaise with and to establish good relationships with a wide range of clients and agencies
- Be highly motivated, a self-starter, with the ability to work independently and in a team setting
- Strong organisational skills, ability to organise busy and complex workloads
- Experience of working in a target-based environment and meeting strict deadlines
- Excellent IT skills and experience of Microsoft applications
- Good level of data processing and data entry experience
- A full clean driving licence and access to a car for work purposes

### *Desirable*

- Experience of dealing with private sector, community and voluntary organisations
- Experience of dealing with funding agencies

## Terms of Appointment

- The appointment will be for a Fixed Term contract until 31.12.2026, including an initial probationary period of 6 months.
- Hours of Work: 35 hours per week, with flexibility to carry out duties in evenings and at weekends where necessary.
- Salary: The starting salary will be within the range of **€37,729 to €43,518** subject to qualifications & experience.
- Annual Leave of 25 days per annum.
- Place of work will be Westmeath Community Development offices in Mullingar [hybrid working arrangements in place].
- Reporting directly to the SICAP Community Development Co-Ordinator.



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Aontas Eorpach  
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