## A logo with blue and orange letters  Description automatically generated

|  |  |
| --- | --- |
| **Job Title** | Part-Time (14 hours) SICAP Monitoring and Evaluation Officer  |
| **Employer** | North Tipperary Development Company (NTDC) |
| **Reporting Relationship** | Manager SICAP & LAES and the CEO of NTDC |
| **Reporting Staff** | Staff employed in the SICAP Programme  |
| **Location of Post** | One of the NTDC office bases TBC |
| **Closing Date for Applications** | Wednesday 1st of May 2024 at 12.00 Noon |
| **Date of Interviews** | Not Agreed  |
| **Benefits offered by NTDC** | **Salary:** Competitive salaries in line with those in the public service. **Travel expenses:** Travel expenses are reimbursed at public service rates.**Annual Leave:** 25 days Prorated to the number of hours worked.**Pension:** Contributory pension benefits for long term staff.**Organisation Culture:** Positive working environment and proactive approach to professional development, reflective practice, and supervision. **Training & Development:** Opportunities to access training relevant to the role. |

**THE EMPLOYER: NORTH TIPPERARY DEVELOPMENT COMPANY (NTDC)**

North Tipperary Development Company (NTDC) is a local development company responsible for the delivery of a range of rural enterprise, social inclusion, and community development initiatives in the Tipperary North County area.

The purpose of NTDC is to act as a voluntary, non-profit making, private limited company with a mission to promote social inclusion, promote economic development, increase employment and enterprise opportunities, and promote wider participation in voluntary activity for the people of the area.

# THE PROGRAMME:

The Social Inclusion and Community Activation Programme (SICAP) 2024-2028 provides funding to tackle poverty and social exclusion at a local level through local engagement and partnerships between disadvantaged individuals, community organisations and public sector agencies. Administered by Pobal, SICAP 2024-2028 is co-funded by the Irish Government, through the Department of Rural and Community Development, and the European Social Fund Plus under the Employment, Inclusion, Skills, and Training (EIST) Programme 2021-2027.

SICAP is delivered in North Tipperary by North Tipperary Development Company. It is a multi-faceted programme that provides supports to respond to individual and community needs, aiming to ensure that beneficiaries receive quality, tailored supports, while also allowing flexibility to adapt actions to local need. It enables bottom-up approaches within the framework of a national programme which provides targets, performance indicators and requirements.

**THE ROLE AND PURPOSE OF THE JOB**

North Tipperary Development Company is now seeking a Part time (14 hours a Week) SICAP Monitoring and Evaluation Officer.

To support the Senior management team with the administration, audit files management and reporting of the current SICAP 2024-2028 programme.

**Duties:**

* Mid -Year Review – review IBs and LCG data on IRIS and highlight any errors/discrepancies by email to the relevant Development Worker, cc the designated manager.
* Review interventions and outputs.
* Keep a tally on the number of IB’s under Enterprise Goal – the location of these clients will impact on the achievement of the 52% disadvantage areas and may have to be referenced in Mid -Year/End of Year reports as a percentage of caseload.
* Check Data Errors/alerts lists from SICAP/IRIS/Pobal as they come in.
* Check that follow up data is being recorded.
* Check Company Details/Staff Details section to ensure it is up to date and accurate.
* Prompt relevant staff member where there are IB files with 1 intervention and no recent activity.
* Check for PAP on each IB File
* Check for CSP on each LCG File
* Check for compliance with ESF Checklist
* End of Year Review review IBs and LCG data on IRIS and highlight any errors/discrepancies by email to the relevant Development Worker, cc relevant manager
* Inputting information on the SICAP information system (IRIS) as Requested by the Manager.
* Providing support with Review and Evaluation of Project and Beneficiary files, identifying information to be gathered and as required for files.
* Review database of tutor’s files and ensure all supporting documentation present to support delivery of the project.
* Record-keeping of internal audit checks, monthly, biannual and end of year reports.
* File maintenance of all programme documentation.
* Support Line Manager to prepare relevant documentation for submission as per funding agreement.
* Reporting / feedback to Line Manager on issues relating to the SICAP Programme reporting and file management.

***The above Job Description is not intended to be a comprehensive 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.***

**PERSON SPECIFICATION**

|  |  |  |
| --- | --- | --- |
| **Factors** | **Essential** | **Desirable** |
| Qualifications | * Qualification at QQI Level 5 or higher.
 |  |
| Knowledge | * Microsoft Dynamics – Pobal IRIS reporting system.
* Excellent knowledge of all Microsoft Office applications, particularly Word and Excel.
* Qualification at QQI Level 5 or higher.
* Strong oral and written communication skills with an excellent command of English.
* Excellent organisational, administrative, and ICT skills.
 |  |
| Experience | * Experience of working with a wide range of people.
* Candidates must have previous professional experience working in a similar environment.
* Ability to work to deadlines and respond effectively to changing deadlines.
* Experience working with programme audit files and carrying out audit checks.
* Must be solution-focused, outcomes-driven and dynamic in your approach to the position.
* Experience in designing and managing beneficiary monitoring project files and database systems.
* Experience in strategic planning and performance measurement, including indicator selection, target setting, reporting, database management, and developing monitoring & evaluation and performance monitoring plans.
* Experience in the development and implementation of research, monitoring and evaluation policies, systems, and tools.
* Experience of data collection, collation, analysis and management.
* Experience of working with staff and partners to implement Monitoring, Evaluation and Reporting frameworks and systems.
* Experience in information analysis and report writing.
 | * Relevant experience of working in multidisciplinary and multi-agency environment
* Experience supporting voluntary community structures.
 |
| Core Competencies | * Understanding of project planning, implementation, and evaluation in a community setting
* Report writing.
* Good interpersonal skills, including the ability to liaise with a wide range of contacts and build and maintain effective working relationships within the company and with external stakeholders.
* Excellent standards of accuracy and attention to detail
* Be highly motivated, a self-starter, with the ability to work independently and in a team setting.
* Strong organisational skills, ability to organise complex workloads.
* Experience of working in a target-based environment and meeting strict deadlines.
* Experience in working in a busy environment with the ability to prioritise and manage your own day.
* Excellent IT skills and experience of Microsoft 365 applications.
* Good level of data processing and data entry experience.
 | * Excellent timekeeping.
* Flexible.
* Excellent attention to detail.
* Self-motivated and able to work on own initiative.
 |
| Other requirements | * Commitment to the purpose of NTDC and to work within the values, policies, and procedures of the organisation.
* To always act consistently in a professional manner.
* To participate in regular supervision with your line manager.
* Flexibility in relation to hours of work to meet the needs of the work. Work during unsocial hours is expected with youthwork.
* Identify training needs with your line manager and participate in training opportunities appropriate to the role.
 |  |

**Terms and Conditions on Employment**

|  |  |
| --- | --- |
| **Garda Clearance** | The successful applicant must undergo and secure Garda Vetting through the NTDC Policy |
| **Contract**  | The SICAP Monitoring and evaluation officer will be employed by NTDC on a Fixed Term Contract to the 31 December 2024.It must be understood however, that if the position becomes redundant at any time during the period of the contract or if the funding for the post is discontinued the employment may be terminated. |
| **Probation** | The following probationary provisions shall apply:1. There shall be a period after such appointments takes effect during which such persons shall hold the post on probation.
2. Such period shall be nine months, but the CEO may at their discretion extend such period.
3. Such persons shall cease to hold the post at the end of the period of probation unless during such period the CEO has certified that the service of such persons is satisfactory.
 |
| **Health** | A candidate for and any person holding office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service. |
| **Character** | Candidates for and any person holding the office must be of good character. References will be sought prior to job offer being made.  |
| **Competition Selection Process** | Short-listing may be carried out on the basis of information supplied in your Cover Letter & CV. The criteria for short listing are based on the requirements of the post as outlined in the ‘essential qualifications for the post’ and the core skills / competencies section of the job specification. Therefore, it is very important that you think about your experience considering those requirements. Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process. A panel may be formed from which future positions may be filled. |
| **Salary Scale** |  Salary Scale €26,367 - €44,860 - The successful applicant will be offered a salary commensurate with qualifications and experience.  |
| **Hours of Work** |  14 hours per week.  |
| **How to Apply** | Please complete the Official Application Form. They are available by contacting Kate Madden at kmadden@ntdc.ie or the NTDC website at [www.NTDC.ie](http://www.NTDC.ie)  |