

South Dublin County Public Participation Network (PPN):

Full Time Public Participation Network Coordinator

Candidate Information Pack

Action Community & Enterprise CLG invites applications for the post of South Dublin County Public Participation Network (PPN) Coordinator.

Purpose:

To support the work of the Secretariat to develop the PPN in South Dublin County as an effective structure to promote public engagement and participation via the environmental, social inclusion and community sectors.

Key Objectives:

- Facilitate the participation and representation of communities in a fair, equitable and transparent manner through the environmental, social inclusion and voluntary sectors on decision making bodies.
- Strengthen the capacity of communities and of the environmental, social inclusion and voluntary groups to contribute positively to the community in which they reside / participate.
- Provide information relevant to the environmental, social inclusion and voluntary groups and acts as a hub around which information is distributed and received.

Role of Coordinator with South Dublin County PPN:

The specific responsibilities of the PPN Resource Worker are:

Governance and Work planning

In line with PPN Guidelines, and under the under the guidance of the PPN Secretariat (the board of the PPN):

- Lead the drafting of Governance documents (i.e. constitution, volunteer management, etc.).
- Develop and implement a substantive work plan focused on the delivery of the PPNs 3 core functions.
- Co-ordinate and facilitate PPN events and engagements including meetings of the Plenary (i.e. AGM), Linkage Groups (Thematic network) and other such structures as may be required.
- Ensure the governance requirements of the PPN are fulfilled – including annual/quarterly/monthly reporting, alignment with the PPN handbook is maintained and relevant Government circulars are adhered to.

- With external/agency support, develop a multi-year strategic plan and wellbeing statement for South Dublin County PPN.

Human Resources

- Support the ongoing participation and capacity building of 30 volunteer representatives.
- Recruit, support and manage the PPN Support Worker / Development Officer.
- If availed of, support and manage participants on Internships or Job Activation Schemes, ensuring a meaningful programme of work.
- Coordinating and developing election processes.

Policy and Consultation

- Co-ordinate and prepare submissions from the PPN to public consultations as directed.
- Work with member groups to participate in consultations relevant to them and building their capacity to do this effectively.
- Developing and maintaining key strategic interagency relationships with the local authority, LCDC, Local Development Company, CYPSC, Drug Task Forces, ETB, Comhairle na nÓg, etc.

Membership

- Maintain and oversee the PPN Member Database.
- Plan the sustainable growth of PPN Membership, including recruitment drives, outreach, etc.
- Assess PPN Membership applications appropriately.
- Establish capacity building needs for member groups and work to meet those identified needs via delivering formal or informal training and networking.

Communications

- Develop a PPN Communications Plan including Social Media Platforms, Website, Newsletters, Branding and Marketing.
- Plan and implement ongoing awareness raising initiatives about the PPN.

Finance

- Identify, source and manage the resources necessary (human, financial and material) to implement the work plan.
- Administer the PPN's core budget.

Any other reasonable duties which may be requested in furtherance of the PPNs aims.

The Ideal Candidate - Requirements

The Coordinator will be a strongly motivated person, with a strong sense of commitment to the ideas and values inherent in the work of PPN. This role requires regular evening work.

Essential

- A minimum of 3 years' experience working in the community and voluntary sector (could include volunteering).
- A proactive approach to work, with the ability to work independently and in a self-directed manner without close supervision.
- Knowledge and understanding of public participation and the barriers to participation of socially excluded groups.
- Knowledge and experience of the community and voluntary, environmental and/or social inclusion sectors.
- Experience of building, managing and nurturing partnerships and relationships across a wide range of key stakeholders.
- Project management experience & ability to manage multiple projects at once.
- A positive attitude with an ability to work as part of a team, under pressure and to act on your own initiative.
- Strong analytic, report writing, strategic, organisational, governance, financial skills.
- Excellent facilitation skills and communication skills.
- Leadership and people management skills.
- Excellent IT literacy skills.
- Flexibility, enthusiasm, commitment and an open mind.

Highly Desirable and Advantageous

The following are highly desirable **but not essential**:

- Relevant 3rd Level Qualification
- Knowledge and understanding of public policy development and relevant structures at Local Authority level.
- Knowledge and understanding of sustainable development and community planning.
- Experience as a volunteer, activist or campaigner.
- Experience using the following: Salesforce, WordPress, Microsoft Office, Excel, PowerPoint, Google Mail and Google Drive

Terms and Conditions

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| Salary: | €51,210 |
| Hours: | 35 hours per week, A time-off in lieu (TOIL) system will be in operation. |
| Duration: | 1 Year, renewed annually subject to funding. |
| Location: | Ace Enterprise Park, Bawnogue Road, Clondalkin, D22 P6E8 Hybrid working arrangements will be available. |
| Annual Leave: | 25 Days |
| Probation: | A probation period of 6 months will apply to this role. |
| Pension: | The successful candidate will be provided with access to a PRSA with employer contributions. |

Application

Application is by email only to recruitment@sdcpn.ie with "PPN Coordinator Position" in the subject line.

Applications will only be accepted on the official application form.

CV's and Cover Letters (other than the space provided for such in the application form) will not be accepted.

Closing date: Friday 31 January 2025 at noon.

The successful candidate will be employed by Action Community & Enterprise CLG.

This role is funded and supported by South Dublin County Council and the Department of Rural and Community Development.