



Knockanrawley
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Social Inclusion Coordinator (SICAP Lead)

Knockanrawley Resource Centre CLG

Full-time Position – 35 hrs / week

Knockanrawley Resource Centre CLG (KRC) is a community development centre that delivers a range of social inclusion and community development programmes for individuals, families and communities in Tipperary Town and surrounding areas. KRC in partnership with Consortium Lead South Tipperary Development Company (STDC) implement the Social Inclusion and Community Activation Programme (SICAP) 2024 - 2028 in South Tipperary. KRC has specific geographic responsibilities for Tipperary Town and surrounding areas. SICAP aims to reduce poverty and promote social inclusion and equality in Ireland through supporting communities and individuals using community development approaches, engagement and collaboration.

Purpose of the Job

The Social Inclusion Coordinator (SICAP Lead) plays a strategic and operational leadership role in the delivery of SICAP and connected programmes. This includes driving community engagement and development, managing programme compliance and reporting, supporting team performance, delivering targeted outreach, and ensuring effective case management and referrals. The coordinator works to empower communities to identify and act on local needs through participation and inclusion.

Key Responsibilities

MANAGEMENT

As a member of the KRC Leadership team, the post-holder is expected to have direct input across a range of programme activities. Specific additional responsibilities may be allocated as well as, or instead of, the duties outlined below. Key management responsibilities are:

- Strategic Input – participate in KRC's Coordinator meetings and contribute to the strategic direction of KRC and SICAP on an ongoing basis. She/he will represent the organisation on agreed, relevant Forums and Networks to further these aims.
- Team/Staff Management – Provide supervision and line-management to the Social Inclusion Team (SICAP)
- Programme Management - Co-ordinates the effective and efficient delivery of SICAP Programme ensuring that there is full compliance with the terms of the Service Level Agreements with Consortium Lead;
- Administration – Oversee and sign off on the administration which meets the requirements of the Board and Funding Agencies

- Reporting -Submits reports on programme activities, costs, and outcomes to the Centre Manager and Board as required.
- Budgeting: Prepare and monitor budgets on an ongoing basis in conjunction with the centre manager and finance administrator.
- Programme Evaluation - Based on the KRC Strategic Plan and SICAP 2024 -2028 Plan, ensure that the programme is assessed against identified needs, targets, and criteria.
- Project Files and Auditing -To maintain project files and the entrance of supports on the IRIS system in preparation for external programme auditing by the LCDC or external funding agencies.
- Co-operation with other programmes within KRC - ensure a focus on close collaboration with other programmes delivered by KRC to meet the needs of clients and communities, as well as to achieve the objectives and mission of the centre.

DEVELOPMENT ACTIVITIES

- Apply a wide range of community development practices to empower individuals and communities to identify and implement actions that respond to local needs and promote equality, inclusion, and wellbeing.
- Strengthen civic participation by building trusted relationships with residents and community groups, with a focus on hard-to-reach and disadvantaged cohorts (e.g. Travellers, Roma, migrants, people with disabilities, and lone parents).
- Support the formation, re-establishment, and sustainability of Local Community Groups (LCGs) that represent SICAP target groups, encouraging their active role in local planning and policy engagement.
- Facilitate leadership development and skills training for volunteers, emerging community leaders, and committee members to enhance local capacity and voice.
- Plan, coordinate, and deliver inclusive events and thematic actions aligned with SICAP priorities (e.g. climate justice, community health, intercultural awareness, gender equality, and local democracy).
- Develop and maintain strong working relationships with individuals and families accessing SICAP supports, as well as with key stakeholders and services across statutory, voluntary, and community sectors.
- Coordinate and deliver community education, training, and capacity-building initiatives that respond to identified needs and support progression pathways (e.g. employment, lifelong learning, civic participation).
- Ensure all engagement, outreach, and programme delivery adheres to SICAP guidelines and KRC operational procedures, with a commitment to human rights, equality, and anti-discrimination.
- Maintain accurate and GDPR-compliant records of all Individual Beneficiary and Local Community Group engagement in line with IRIS and My Journey systems.

Relationships:

- Reports to the Centre Manager, with most interaction being on strategic, teamwork planning and budgeting matters.
- Has day-to-day management responsibility of the Social Inclusion Team (SICAP).
- Interacts regularly with other members of the KRC Co-ordination Team on strategic planning and day-to-day programme and organisation management issues.
- Has regular input and provides reports to the KRC Board updating on the operational aspects of service/programme delivery.
- Frequent coordination with Consortium Lead SICAP Team.
- Frequent engagement with clients, potential clients, community groups and members of the public.

Requirements:

Knowledge & Skills:	
<i>Essential</i>	<i>Desirable</i>
A recognised third-level qualification (NFQ Level 7 or higher) in one or more of the following areas: Social Sciences, Community Development, Social Inclusion, Public Health, Youth and Family Support, Social Care, Education, Equality Studies, or a related field.	Keen understanding, experience and/or training in Sustainable Development/Climate Justice
A minimum of three years paid employment experience at senior management level and preferably in the management of government-funded programmes leading teams	Knowledge and experience of SICAP and the Integrated Reporting Information System (IRIS) and/ or other similar reporting systems
Proven experience of managing and supervising staff in a multi-disciplinary environment (incl. case management experience)	Train the Trainer L6 / Group Work & Facilitation Skills L6
Experience of project management, planning, implementation and evaluation	
Experience in project design and development of funding applications	
Experience of ensuring that projects / programmes meet the terms of the funding contracts	

Experience of engaging, developing and implementing initiatives with hard-to-reach communities	
Experience of working directly with individuals and communities from disadvantaged areas and / or backgrounds	
Computer skills – Excellent ability to use IT required on CRMs and other Online platforms e.g. Microsoft Teams, SharePoint Microsoft 365 etc.	
The post holder must have a full clean driving licence and access to your own car as travelling will be a core component of the role	
Core Competencies:	
<p>Management/Teamwork</p> <ul style="list-style-type: none"> ▪ Ability to lead, motivate and manage staff to ensure that the team contributes fully to the organisations and programme goals ▪ Coaches, mentors and supports staff to enable them to reach challenging programme targets ▪ Ability to work effectively and co-operatively with others, establishes and maintains good working and interpersonal relationships ▪ Facilitate a positive team-work environment, building a culture of trust and accountability. <p>Project Management</p> <ul style="list-style-type: none"> ▪ High level of report writing skills. ▪ Ability to plan, implement and evaluate work programmes ▪ Ability to effectively carry out community, target group and client needs analysis ▪ Focuses on and produces results, prioritises objectives and schedules work to make best use of time and resources ▪ Takes a leading role in initiating actions, anticipates problems or difficulties and thinks creatively to devise solutions <p>Outreach Work</p> <ul style="list-style-type: none"> ▪ Ability to directly provide outreach work to targeted individuals and communities ▪ Ability to engage hard to reach communities ▪ Empathy, Compassion and an ability to meet people where they are at. <p>Strategic Planning</p>	

- Actively contributes to the development and implementation of the KRC's strategies, plans and objectives
- Understands the National/Local policy context of the work, forecasts likely reactions of others and plans accordingly
- Makes informed decisions or judgments based on logical processing of information, sound thinking and problem solving
- Identifies key information sources, gathers and analyses information and presents this in a coherent manner

Communication/Influencing

- Demonstrates effective communication style appropriate to audience and situation from an array of skills in presentations, written and verbal communications
- Exhibits strong active listening skills
- Creates a positive impact and conveys confidence and credibility to others
- Listens, empathises and responds effectively
- Non Judgemental (Essential)

Additional Requirements:

Due to the nature of community development, there will be a requirement, from time to time, to working outside of the standard day for meetings, events and other activities delivered by organisation and programme.

Social Inclusion Coordinator – Team Overview

Role	Reports to Social Inclusion Coordinator	Linked/Shared Programme or Function	Primary Focus Area (LCG – Local Community Group) (IB Individual Beneficiary)	Key External Partners
Family Support Worker	Yes	SICAP & TUSLA (Family Support) Family Therapy	Individual & Family Support, Parent Education, IBs LCGs Parent Focus / Case Management	TUSLA, PPFN, Family Support Services, Play Therapy, Family Therapy, Parents & Families
Community Developer Gardener	Yes	SICAP & Climate Action / Organic Garden / CE / Community Food & Nutrition	LCG and IB Community Development linked to Climate Action Goals, activation of Organic Garden, environmental education, climate awareness & skill-building	LCGs, ETB, Council, CE/TÚS Supervisors, Environmental Networks, Climate Action
Community Food & Nutrition Worker	Yes	Sláintecare Healthy Ireland & SICAP/ Organic Garden / Food Cloud	Health promotion, food insecurity, nutrition education, and capacity building, food poverty, food mapping	HSE, Community Dietitians, Local Schools, LCGs, Childcares, Food cloud
Equal Start Community Worker	Yes (dual reporting under Early Years/SICAP)	Early Years Childcare (Daisy Chain) SICAP & TUSLA (Family Support) Family Therapy	Access to early education, family engagement, supports case management for complex childcare needs	Childcare Providers, Pobal, Play Therapy, Family Therapy, Parents & Families

Terms and Conditions:

- Garda Vetting is a requirement for this post
- A 6-month probation period will apply
- **Salary:** Commensurate with experience and qualifications

Contract Type: Full-time (35 hours per week), fixed-term contract to 31 December 2028, subject to continued SICAP funding. A six-month probation period will apply.

To apply, please send:

- **Your CV and a short cover letter telling us: (2 pages maximum)**
 - What draws you to this role and to working with Knockanrawley Resource Centre to lead the delivery of the SICAP programme
 - How your background and approach make you a strong fit

Email these to: emerduggan@knockanrawley.ie by **Friday 27 June 2025**

With SUBJECT: Social Inclusion Coordinator Application and your Name

For a confidential conversation, contact **Emer Duggan** at **062 52688** or **(083) 0763104**

Knockanrawley Resource Centre is an equal opportunities employer.