# South Dublin County Public Participation Network (PPN): Network Support Officer

# Candidate Information Pack

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

## Role Purpose:

The South Dublin County PPN (Public Participation Network) is seeking a Network Support Officer to work with the PPN Coordinator to implement the PPN’s Annual Work Plan. More broadly, the Network Support Officer will also contribute to the development and implementation of the PPN Strategic Plan. The Network Support Officer will play a key role in enabling member participation in PPN activity, coordinating communications, supporting governance, and delivering administrative tasks that underpin the work of the PPN.

## Key Objectives

* Provide high-quality administrative support across all areas of the PPN Work Plan.
* Ensure consistent and engaging communications with PPN members and stakeholders.
* Support the organisation and facilitation of meetings, trainings, and public events.
* Coordinate member group registration and assist in delivering member engagement initiatives.
* Contribute to good governance, evaluation, and reporting practices.

## Role of the Network Support Officer with South Dublin County PPN

The specific responsibilities of the SDC PPN Network Support Officer are:

### Administration and Membership

* Maintain and update the membership database and registration records.
* Respond to queries from member groups and the public.
* Lead the implementation of the membership re-registration process.
* Manage welcome and induction materials.

### Communications

* Draft and circulate monthly email bulletins / newsletters.
* Maintain and update the PPN website.
* Create content and schedule posts for social media.
* Design promotional materials including flyers, reports, and digital content (using Canva or similar systems).

### Events and Meeting Coordination

* Assist with logistics for Secretariat, Plenary, and Linkage Group meetings.
* Prepare meeting packs including agendas, take minutes, and circulate follow-up documentation.
* Support training and outreach event planning and delivery.

### Community Support and Representatives

* Maintain contact records for PPN Representatives and member groups.
* Assist with the election process and vacancy communications.
* Help coordinate consultations and training opportunities for SDC PPN Representatives and member groups.
* Support outreach to underrepresented or inactive groups.

### Operational Support & Networking

* Assist in reporting on activities and KPIs.
* Maintain up-to-date files and asset registers.
* Participate in PPN regional or national support networks as appropriate.

## The Ideal Candidate

### Essential

* Minimum 2 years’ experience in administration, community development or a related field.
* Strong digital and IT skills including email, file management, Microsoft Office or Google Workspace.
* Excellent written and verbal communication skills.
* Ability to manage competing priorities and work on own initiative.
* Commitment to the values of civic participation, inclusion, and local democracy.
* Full clean Irish driving license.

### Highly Desirable

* Experience working with or within the community, voluntary, or nonprofit sectors.
* Familiarity with Public Participation Networks or local government structures.
* Experience using Mailchimp, WordPress, Canva or other design tools.
* Event coordination and public engagement experience.
* Advantageous
* Experience supporting governance or policy work.
* Understanding of accessibility, equality, and inclusion standards in communications.
* Knowledge of South Dublin County’s community development landscape.

## Terms and Conditions

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| Salary: | €32,173 |
| Hours: | The position is 35 hours per week (5 days). A flexible working week for the right candidate would be considered. |
| 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. |

Some evening or occasional weekend work may be required. Time off in lieu will be offered. The Network Support Officer will report to the PPN Coordinator and work closely with the Secretariat and host organisation ACE Enterprise.

## Application Process

Application is by Cover Letter and CV by email only to recruitment@sdcppn.ie with “PPN Network Support Officer” in the subject line.

Closing date: 12pm Friday 1st August 2025

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 and the Gaeltacht .

# PPN Support Worker – Candidate Declaration Form

Please complete this form and submit it with your application. It helps us verify your eligibility and understand your background in relation to the role.

Candidate Information

|  |  |
| --- | --- |
| Full Name: |  |
| Phone Number: |  |
| Email Address: |  |
| Are you eligible to work in Ireland? (Yes/No): |  |
| Do you hold a full clean driving licence? (Yes/No): |  |

Please confirm the following by ticking each box:

☐ I have attached a cover letter outlining why I am suitable for the role.

☐ I have attached a current CV.

☐ I have at least 2 years of relevant administrative or related experience.

☐ I understand the role of the Public Participation Network (PPN).

☐ I am available to work 4 or 5 days per week as required.

☐ I have some experience in or understanding of community, voluntary or local government work.

☐ I am comfortable using email, Microsoft Office/Google Workspace and digital tools.

Declaration

I confirm that the information provided is true and correct to the best of my knowledge. I understand that any false statement may disqualify me from the recruitment process.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_