

Social Inclusion Community Activation Programme (SICAP) Manager (Full-Time, Fixed-Term Contract)

The Position

This senior leadership position is responsible for ensuring the strategic, operational and financial delivery of the SICAP in County Meath. The role blends high-level planning with hands-on programme oversight, stakeholder engagement and people management.

Meath Partnership is inviting applications for the position of SICAP Manager, who will lead the implementation of SICAP in line with national guidelines, local priorities and funding conditions.

This is a dynamic and impactful role that demands vision, precision and creativity, with a strong focus on team leadership, compliance, budgeting and stakeholder engagement. The successful candidate will be an ambitious and experienced professional who is committed to social inclusion, community empowerment and collaborative local development.

This is a 24-month full-time fixed-term contract, with a strong possibility of extension subject to continued programme funding. A six-month probationary period applies. Ideally, the successful candidate will be available to take up the role as soon as possible.

About SICAP

SICAP is Ireland's national social inclusion programme, funded by the Department of Rural and Community Development and the Gaeltacht and co-funded by the European Social Fund Plus (ESF+). The programme aims to reduce poverty and promote social inclusion and equality in Ireland by supporting disadvantaged individuals and marginalised communities through community development approaches, engagement and collaboration.

Operating under two core goals (Goal 1: Supporting Communities and Goal 2: Supporting Individuals), SICAP enables Meath Partnership to respond to the needs of the most disadvantaged people in our society. Supports are tailored and are aimed at empowering individuals to access lifelong learning, employment and personal development, while strengthening community groups and local capacity.

Key Accountabilities

Reporting directly to the CEO, the SICAP Manager will lead the programme in the following key areas:

1. Strategic Leadership & Planning

- Lead the overall design and delivery of SICAP Annual Plans in line with national guidelines and Meath Partnership's SICAP Strategic Plan.
- Draft and submit Annual Plans, Mid-Year Reviews and End-of-Year Reports.
- Provide strategic input and updates to the Board of Meath Partnership, the Meath Local Community Development Committee (LCDC), and funders through regular progress reports and strategic engagement.
- Identify opportunities and develop proposals for additional funding to meet emerging community needs.

2. Programme Delivery & Oversight

- Co-design, implement and oversee all SICAP interventions, workshops and supports under Goal 1 (community development) and Goal 2 (individual supports).
- Ensure full achievement and documentation of all KPIs and compliance standards.



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- Review and monitor programme actions to ensure relevance to disadvantaged individuals and communities.
- Carry a personal caseload as needed to meet targets and support delivery.
- Manage all sub-contracted services, trainers, consultants and commissioned studies.
- Coordinate and review the development of case studies, evaluations and research.

3. Financial Management & Compliance

- Design, monitor and manage the SICAP budget in partnership with the CEO and CFO.
- Ensure all expenditure complies with SICAP eligibility and audit rules.
- Oversee procurement processes in partnership with the CEO and in accordance with funding and internal policies.
- Support SICAP staff in understanding and tracking budget allocations.
- Prepare for and lead external audits by ensuring file readiness and IRIS system compliance.

4. Staff Management & Internal Communications

- Provide day-to-day supervision, support and performance management of the SICAP team.
- Lead staff meetings, reflective practice sessions and promote a collaborative team culture.
- Oversee team compliance with HR policies, including attendance, TOIL, leave and training.
- Support induction of new team members and contribute to recruitment and workforce planning.

5. Monitoring, Reporting & Quality Assurance

- Oversee all reporting requirements, including live data monitoring via IRIS.
- Conduct regular internal quality checks on files, actions, caseloads and outputs.
- Ensure all programme documentation, registrations and interventions meet quality standards.
- Understanding of GDPR compliance and experience managing sensitive client or community data

6. External Representation & Stakeholder Engagement

- Represent SICAP and Meath Partnership in high-level fora and strategic engagements locally and nationally.
- Advocate on behalf of SICAP target groups to improve access to services and influence policy.
- Build strong networks with state agencies, NGOs, community groups and funders to enhance programme impact.

7. Outreach, Communications & Promotion

- Oversee the development of SICAP communications, events and promotional campaigns.
- Support the delivery of outreach activities to engage target groups.
- Ensure all communications are compliant with SICAP branding and publicity guidelines.

This job description is intended to outline the key accountabilities and responsibilities attaching to this position. It is not intended to be an exhaustive list of all duties, responsibilities or activities to be attended to. SICAP operates in a fast-changing environment, where staff may need to shift focus to respond to emerging local needs and opportunities. A flexible approach to programme or company related tasks which may arise and which are not specifically detailed in this job description will be required.

Educational Qualification or Professional Attainment

- Possession of a recognised third-level qualification in Community Development, Social Inclusion or a related discipline.

Essential Knowledge and Experience

- Minimum of 2 years' experience in a senior management role, ideally managing public or EU-funded programmes.
- Proven team management experience across multiple locations or projects.
- Excellent verbal and written communication skills, with fluency in English.
- Experience in strategic planning, reporting, stakeholder engagement and deadline-driven environments.
- Strong administrative, budgeting and programme monitoring skills.

Desirable Skills, Abilities and Experience

- Excellent report writing and presentation skills.
- Additional qualification or experience in HR management.
- Experience developing funding applications and managing high-level project delivery.
- Familiarity with IRIS, public sector reporting tools and audit systems.
- Understanding of trauma-informed practice, community development principles and interagency work.
- Experience in event planning, public relations or communications.

Terms of Employment

One full-time, fixed-term position is available, working 37.5 hours per week.

The nature of the work will require working some unsocial hours i.e. evenings and weekends. A full driving licence and access to own transport is essential due to the outreach requirements associated with the position. This post may be subject to Garda Vetting in line with Meath Partnerships policy.

Duration

This is a 24 month, fixed-term contract. Any extension to the contract of employment will be subject to the availability of funding and continuation of SICAP programme services.

Location

Successful candidates will be based in Meath Partnership's Head Offices, located at Units J & K, Kells Business Park, Cavan Road, Kells, County Meath.

Meath Partnership is committed to supporting a healthy work-life balance for all employees. This role includes both hybrid-working (a mix of office-based and remote work) and flexi-time arrangements (adjusted start and finish times within core working hours) which offers greater flexibility in how and when you work.

Salary

The salary range on offer is €55,000.00 - €60,000.00 per annum, commensurate with experience.

Leave

The annual leave entitlement is twenty (20) days per annum, pro-rata for shorter periods. Entitlement to leave for Public Holidays is in accordance with the terms of the Organisation of Working Time Act 1997. Meath Partnership closes for five (5) days at Christmas; this time is additional to the annual leave entitlement detailed above.

Additional Benefits

At Meath Partnership, we believe in supporting our team both professionally and personally. As a valued member of our organisation, you will benefit from a positive and flexible working environment that encourages continuous growth and wellbeing. Our benefits include:

- Professional Development & Education Support
- Flexible Working Options
- Paid Sick Leave Scheme

Application Process

To apply, please submit the following to **info@meathpartnership.ie**:

- A brief cover letter including personal statement demonstrating how you meet the above-mentioned requirements for the position (no more than 500 words) which must communicate your relevant experience
- A curriculum vitae summarising your qualifications and work experience to date.

Applications should be clearly marked “SICAP Manager”.

Applicants will be shortlisted on the basis of information provided in their application.

Selection Process

The recruitment process will consist of two stages:

- Stage 1 – Based on applications received, shortlisted candidates will be invited to attend an initial panel interview focused on core competencies, experience and alignment with the role.
- Stage 2 – Selected candidates from Stage 1 will be invited to a second interview, which may include a presentation or written task to assess strategic thinking, problem-solving and communication skills relevant to the SICAP Programme.

Closing Date

The closing date for applications is 5pm on Tuesday, 12th August 2025. Late applications will not be considered.

Meath Partnership is an equal opportunities employer. We are an organisation that embraces diversity and inclusion. We welcome applicants from diverse backgrounds and encourage these individuals to bring their experiences and perspectives to Meath Partnership. All information will be held in line with Meath Partnerships GDPR policies.



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