

ROLE DESCRIPTION

SICAP DEVELOPMENT OFFICER

Job Title:	SICAP Development Officer (Individual Progression)
Number of Hours:	35 hours per week. Some early morning, evening & weekend work will be a feature of this position.
Contract Type:	2-year fixed term contract. Continuation subject to funding.

Role Description:

The SICAP Development Officer (Individual Progression) will report to their SICAP Coordinator and contribute to the implementation of the Social Inclusion and Community Activation Programme (SICAP) in Co. Clare, empowering disadvantaged people to improve the quality of their lives by supporting them to access lifelong learning, labour market activation, soft skills development and wellbeing supports.

This role is based in Ennis and requires travel and countywide outreach on a regular basis.

The Development Officer will provide guidance, mentoring, personal action planning and follow up supports to individuals to assist their progression by:

- Promoting SICAP individual supports and services.
- Registering individuals on IRIS (SICAP Client Management System) and completing a soft skills assessment (*My Journey* tool or personal action plan) for SICAP clients.
- Identifying progression routes for individuals – training, employment and enterprise
- Identifying support and training needs of SICAP clients, which will also involve identifying needs through interagency work.
- Provide information to clients on supports available from a range of CLDC programmes and services.
- Provide information to clients on supports available from external bodies for returning to work, training and wellbeing.
- Adhering to SICAP reporting requirements, including SICAP client follow up.
- Representing the needs of individual clients and target groups through interagency networking.
- Supporting the organisation of training relevant to the needs of SICAP clients including linking with trainers and learners for the course duration.
- Forming strong working relationships with relevant agencies and non-governmental organisations to optimise outputs and minimise duplication of resources.
- Networking with training providers and creating opportunities for collaboration.
- Working with job activation programme providers.



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- Engaging with employers.
- Organising, promoting and evaluating training and events.

Priority Target Groups:

People living in disadvantaged communities, long-term unemployed, Travellers, new communities, Roma and people with disabilities.

Qualifications:

- Qualification in community development, adult education, youth work or relevant discipline.

Skills & Competencies:

Essential

- A minimum of 2 years' relevant experience
- Clear understanding of challenges facing people from disadvantaged communities and SICAP target groups
- Experience of working with and facilitating people from marginalised groups
- Experience of networking with key stakeholders involved in supporting individuals to return to training or employment
- Excellent communication and interpersonal skills
- Strong administration and computer literacy skills
- Strong report writing skills required
- Full driver's licence and access to a car

Desirable

- Demonstrate ability to handle multiple priorities and to maintain high level of confidentiality.
- Ability to work flexibly in a changing and unpredictable environment and communicate calmly and clearly with people who may be experiencing trauma and uncertainty.
- Ability to organise, good time management skills and ability to work to tight deadlines.
- Demonstrate initiative, diplomacy, problem solving and analytical skills necessary for supporting and implementing change.
- Have a strong focus on equality, non-discrimination, social inclusion and participation.
- Strong networking skills and an ability to work with different types of stakeholders.
- Experience of working as part of a multi-disciplinary team.
- Ability to use social media to promote and support community activities.

Salary Range

CLDC Development Officer Scale



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