

ROLE DESCRIPTION

SICAP DEVELOPMENT OFFICER

Job Title:	SICAP Development Officer (Community Development)
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 (Community Development) will report to their SICAP Coordinator and contribute to the implementation of the Social Inclusion and Community Activation Programme (SICAP) in Co. Clare. Working as part of the wider SICAP team, the role will involve;

1. Development of community groups

- Countywide outreach work to develop links and provide support to specific local community groups.
- Support the establishment of community groups comprising SICAP target groups.
- Work with these groups to design projects and actions that will help to address the key issues which affect them.
- Work with hard-to-reach communities to support their involvement in community activities and education.
- Support collaborative efforts to develop community development initiatives on the ground.
- Provide information and guidance on opportunities for community group development, funding and supports.
- Work with the wider SICAP team and with other CLDC programmes to promote a broad range of integrated community development activities.
- Contribute to the overall impact of the SICAP in Co. Clare.

2. Stakeholder Engagement

- Support existing and develop new relationships with local community groups and stakeholders that facilitate integration between hard-to-reach target groups and their local communities.
- Actively participate in relevant interagency networks providing reports and updates on work as required.



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3. Reporting

- Register and complete Local Community Group Annual Support Plans and record all interventions on IRIS (SICAP Client Management System).
- Carry out work to the highest standards while adhering to all SICAP reporting guidelines and deadlines.
- Work with the wider SICAP team to ensure all reporting requirements are met on time.

This role had a countywide remit and will be based in Kilrush two days per week. The role requires travel and countywide outreach on a regular basis.

Priority Target Groups:

- People living in disadvantaged communities, Travellers, people with disabilities, LGBTQ+, new communities and Roma.

Qualifications:

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

Skills & Competencies:

Essential

- A minimum of 2 years' experience in community development or related field
- A clear understanding of the challenges facing marginalised groups
- Experience of working with and facilitating marginalised community groups
- Excellent communication and interpersonal skills
- Strong administration and computer literacy skills
- 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:

CLDC Development Officer Scale



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