

## Robert Emmet CDP Coordinator JOB DESCRIPTION

**Job title: Coordinator**

**Purpose:** The Coordinator will manage the work of the organisation and carry out related activities on behalf of Robert Emmet CDP in line with its ethos, values and community development approach as deemed appropriate by the Board.

**Experience:** At least 3 years at a senior management level within a community development or similar organisation and a minimum of 5 years working directly with marginalised/underserved communities.

**Education:** Third level qualification in Community Development or related discipline.

**Reporting to:** Board of Directors

**Salary:** €46,000

**Position:** Full-time

We have a defined contributions pension scheme.

**To apply:** Application Form submitted by email to [chairperson@recdp.ie](mailto:chairperson@recdp.ie) by **Friday 27 September 2019**. Interviews to be held second week of October

---

**Robert Emmet Community Development Project** is an independent community project managed by a voluntary board of Directors. It is based in Dublin's South West Inner City working with the community and a broad number of other stakeholders to support to the development of a sustainable thriving community in Dublin.

The organisation is actively involved in a range of local and community development initiatives, forums and bodies working at community level. It is a dynamic innovative and entrepreneurial organisation. The organization has a staff team of 6 and regularly engages individuals on contracts of services to deliver on specific projects. Particular services include an afterschool service, community hub space, facilitation of groups for arts, history and other cultural projects, social enterprise activities including beekeeping and In Our Shoes tourism initiative [[inourshoeswalkingtours.com](http://inourshoeswalkingtours.com)] in the Liberties.

It is an organisation which works at the grass roots and is driven by its core values which are

- ✓ *Honesty and Integrity* – We always try to do the right thing in the right way.
- ✓ *Respect* – We treat people fairly.
- ✓ *Passion* – We love what we do.
- ✓ *Growth/Development/Innovation* – We seek to develop solutions that add value to the community.

The organization is guided faithfully by community development principles and values in all its work.

## Purpose

The organization is seeking to recruit a new Coordinator to lead the team in line with its strategic plan and vision while managing and maintaining the organizational culture and programme of work from its centre in Usher Street. It will require a passionate, driven individual who can balance competing demands which include - maintaining strong contractual compliance and governance; staff management, innovation in programming; raising and identifying sources of additional revenues and monitoring and measuring the impact of the work.

This role requires an individual who can work closely with a board of voluntary directors to deliver on a strategic vision; manage a small dedicated team while also working on the ground developing and delivering programmes and services. This role specifically requires an individual with an interest and some experience in social enterprise.

## Key Tasks

### **Strategic/Programme Management:**

- To work closely with the Board to lead and manage the strategic development and growth of Robert Emmet CDP.
- Develop and implement with the staff team an annual work plan based on the organisational strategic plan and monitor delivery of same.
- Identify and pursue opportunities for sustainable development in line with the values and strategic aims of Robert Emmet Community Development Project

### **Coordination and development of the staff team:**

- Manage and direct staff and recruit and induct new project staff as and when agreed with RECDP Board
- Support the development of the staff team and ensure that the team is effective.
- Provide leadership, supervision and support to staff.
- Model and maintain a supportive learning environment to enhance performance.
- Provide a leadership style which encourages open two-way communication and makes all staff and volunteers feel valued and supported.

### **Corporate governance responsibilities:**

- Support the Board in developing the long-term strategic aims and immediate agenda of RECDP
- Facilitate regular Board meetings, reporting to the Board on progress.
- Prepare and coordinate the Annual General Meeting and the annual report.
- Ensure governance obligations are met.

### **Financial Management:**

- Develop annual plans and budgets in line with strategic plan and core programme funding guidelines.
- Management and monitoring of organisations financial resources.

### **Organisational management functions:**

- Oversight, co-ordination and delivery of day to day operational programmes including specifically SICAP (Social Inclusion Community Activation Programme).

- Drive and lead the development of “In Our Shoes Walking Tours” social enterprise by working directly on the initiative.
- Pursue opportunities which could support the development of other areas of social enterprises within the organisation.
- Manage community facility in Usher Street – maintaining the open and accessible ethos of the resource in the community.
- Identify and source additional funding to meet the strategic goals of RECDP.

### **Stakeholder Relations**

- Management and co-ordination of third parties who collaborate and partner with Robert Emmet CDP on programmes and events throughout the year.
- Build and manage strong relationships with people living in the South West Inner City and people who access services in Robert Emmet CDP, Usher Street.
- Build relationships with a broad and varied number of stakeholders which ultimately contribute to building strong sustainable communities.
- Engage directly with local and community development structures, in particular Dublin City Community Co-operative, of which Robert Emmet CDP are members.
- Investigate potential opportunities for partnership activities with other relevant organisations to further the aims and objectives of RECDP

Assist with any other reasonable duties as required