

Community Development Officer (3 days per week/equivalent)

Introduction: Community development is central to the work that we do with the goal of having empowered, thriving and flourishing communities across Inishowen. Central to this is the value of: -

- community participation and leveraging the capacity within communities
- supporting individual and community engagement and participation
- robust local collaborations
- support for appropriate active citizenship, complimenting the work that we are engaged to do
- training, education, employment and development opportunities as key drivers in creating self-sufficient vibrant communities
- equality of opportunity and social inclusion – prioritising those in social or economic disadvantage and those who are rurally isolated

In line with our commitments to people, place and progress, as a responsive organization, and to our duty of care to clients, staff and volunteers, Inishowen Development Partnership (IDP) is recruiting for a new position to join our dynamic and committed team. Working with the Team at IDP this position will prioritise our work in:

- Network coordination and development
- Community consultation and engagement
- Collaborative approaches and alliances

Main purpose of job: The role of the Community Development Officer focuses on encouraging participation by community groups and individuals to address the challenges and opportunities in their community. The role will support network development, creative responses and collaboration, and explore opportunities for peer support and learning. This will help to mobilise resources and communities and influence systems. It will support the development of enhanced relationships among stakeholders serving as a catalyst for changing policies, delivering programmes and highlighting best practice. It is about supporting communities to bring about social change and improve quality of life. As a Community Development Officer, you will work with individuals, families or whole communities creating opportunities to:

- identify their assets, needs, opportunities, rights and responsibilities
- plan what they want to achieve and take appropriate action
- develop activities and services to generate aspiration and confidence

To be successful as a Community Development Officer, you should be knowledgeable of community development, keys issues and challenges facing marginalized and disadvantaged communities, and community engagement principles and practice. Ultimately, you should be able to build rapport with groups and agencies alike and demonstrate excellent organisational, analytical, and problem-solving skills.

As an agile, dynamic and progressive organisation, IDP is adapting their team to ensure we underpin our people-centred approach. We are looking for a dedicated and experienced Community Development Officer to assist community groups and individuals to bring about solutions in the locality whether that be issue based or area based in Inishowen. Your role will frequently involve addressing inequality and social exclusion and the projects you work on will often be in communities perceived to be disadvantaged. Although based in Buncrana IDP, the role will include an outreach service within the wider Inishowen area. Reporting to the Board and the Joint CEO, this role will work with our IDP Team, ensuring that emerging needs are identified and planned for and community groups needs are responded to in a timely and effective way.

Duties: The Community Development Officer will work with community groups providing a range of activities and develop appropriate networks for engaging relevant stakeholders. This will include:

- Building on the EnVision Inishowen Series, plan and deliver priorities on local needs and issues continuing to develop assets and capacities within communities
- Building capacity that allows the community to share knowledge and resources effectively, setting up new supports by connecting with interested groups.
- Gather data and information continuously and comprehensively from multiple sources, utilising a variety of methods to accurately inform report writing, capture case studies and support recommendations for change with the wider team.
- Co-Ordination of training and support for community groups including for example governance, compliance with Charities Regulator and committee skills
- Support the development of representatives to voice the needs of target groups and disadvantaged communities to policy makers at local, county and national level
- Identifying and supporting groups with funding applications as appropriate
- Plan, attend and coordinate meetings and events encouraging participation in activities and including attending relevant meetings as requested by the CEO
- Presenting verbal and written reports to management , the Board and relevant funders.
- Work in co-operation with other team members, adhering to all policies and procedures including communications.
- Undertake other administrative duties and responsibilities as may be assigned in agreement with the CEO and/or Board of Management

Person Specifications: This role will require a wide range of abilities and skills including: -

- Commitment to and understanding of working within a community organisation in an inclusive manner
- High motivation, positive disposition and flexible attitude in response to organisational change and development and an understanding of how both the community and voluntary and the public sector works
- Methodical and diligent with outstanding planning abilities
- An ability to think strategically about the information that will help stakeholders make informed decisions and to communicate the value of this information effectively including research and report-writing skills, and the ability to interpret or present data
- Strong advocacy and networking skills including interpersonal and team-building skills
- A positive motivational mindset and an inclination for problem-solving
- A team player
- Strong verbal and written communication skills including good listening skills

Experience and knowledge of: -

- Community Development Principles and Practice
- Database and spreadsheets
- Report writing and excellent writing skills
- Grant writing

Essential Criteria

- A minimum of a QQI Level 8 equivalent in Community Development, Education, Business, Social Science or related field
- A minimum of 3+ years experience of the community and voluntary sector and/or social enterprise sector,
- Dynamic interpersonal and communication skills including the ability to network, liaise and negotiate with other local groups and agencies and to form positive working relationships with local community group committees, social enterprises and funders.
- Excellent report writing skills and presentation skills – Business / Strategic/Community/Social Analysis, Sustainability, Profiling & planning
- Organisational skills & experience to plan and manage promotional and networking events
- Highly motivated and committed to working as part of a team as well as on own initiative
- Demonstrate good IT skills
- Demonstrate budgetary experience
- A full current clean driving licence and access to a car is essential
- Evening and/or weekend work may be required

How to Apply: Please complete the **official application form** and send, accompanied by an up-to-date **CV** and a **cover letter** outlining why you would like to join our team to enquiries@inishowen.ie stating clearly that it relates to the 'IDP Community Development Officer' role.

Closing date for applications: **Friday 10th September 2021 at 12 noon**

All applicants should note that the proposed interview date via Zoom will be in the week beginning September 13th, 2021.

Salary scale for this position is €34,939 pro rata. Shortlisting will apply and a panel may be formed.

Inishowen Development Partnership is an equal opportunities employer and welcomes applications from all sections of society. The appointment is subject to normal recruitment procedures including Garda/Police Vetting.

