



**IRISH LOCAL DEVELOPMENT NETWORK**

Promoting and supporting the work of Local Development Companies in Ireland

*Irish Local Development Network CLG, Unit 24 Tait Business Centre, Dominic St, Limerick  
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## **Employment & Enterprise Services Coordinator**

### **Job Description and Person Specification**

*An experienced practitioner of employment services and labour activation programmes within a social inclusion context is required to further the mission of Irish Local Development Network and the work of Local Development Companies.*

Irish Local Development Network CLG is the representative network for Ireland's 49 Local Development Companies. LDCs deliver a wide range of social and economic programmes including SICAP (Social Inclusion Community Activation Programme), LEADER, Local Employment Service, social enterprise programmes, Tús, Rural Social Scheme, Back to Work Enterprise Allowance Scheme, social enterprise and personal development supports etc.

The Network members directly employ 2,100 staff who deliver €300 million worth of social inclusion, social enterprise, rural development and employment services each year. Through these programmes, they support over 15,000 community organisations and 170,000 individuals annually, directly impacting lives by helping people achieve personal goals, find jobs, launch businesses, improve their communities.

ILDN supports its members through policy development and research; collective voice to funders and policymakers; training and sharing of best practice; networking of 49 sets of staff via themes and role; group procurement; external communications, public relations and advocacy. Its aims and objectives are set out in the newly adopted Strategic Plan which will act as a framing reference for all our work.

This is an exciting time for ILDN and its members. Local Development Companies have been at the forefront of the Community Response to COVID-19 and will play the central role in assisting disadvantaged groups, communities and individuals to adapt to the new operating environment. LDCs will be working to ensure an inclusive recovery through all their programmes and channels.

ILDN thus requires a dynamic, experienced practitioner to support the network of Local Development Companies to maximise their services in the area employment and self-employment/enterprise in line with the company's Strategic Plan 2020 -2024.



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*ILDN is funded by the Department of Rural and Community Development (under the Support Scheme for National Organisations and other schemes), the Department of Social Protection and the subscriptions of its members. Posts and salaries are dependent on the continuance of adequate funding provision.*

## Job Description

### Purpose of the role

- To support ILDN member companies in their delivery of social enterprise and social inclusion supports

### What You Will Do - Key Duties & Responsibilities

ILDN members deliver a wide range of employment services, self-employment supports services and social enterprise services including Local Employment Service, Tús, Rural Social Scheme, Back to Work Enterprise Allowance, SICAP (Social Inclusion Community Activation Programme) Pre-Employment Supports, Community Services Programme, Community Employment, Jobs Clubs, Social Enterprise Regeneration Programmes etc.

Working under the direction of and reporting to the ILDN CEO, the Employment Services Coordinator will be required to

- Coordinate the work of the Network in the areas of employment services.
- Act as the coordinating point for committees and staff of LDCs in the areas of Employment Services
- Support relevant committees and structures, liaising with their chairpersons/convenors to ensure regular meetings, reporting and follow-up in line with Board and governance requirements
- Actively seek out new opportunities for members to deliver new employment services
- Provide policy and research support to committees in their work
- Assist and coordinate members in their sharing of learning and best practice and access to external training where required
- Liaise with and provide information to members
- Operate and contribute to the ILDN internal and external communication processes and ensure visibility of the work of the Network and its members through participation in ILDN's communications activities.
- Attend ILDN member events where required for the purposes of training, briefing, learning etc
- Attend meetings with funders in support of members
- Assist the CEO, Board & committees in their work
- Gather, collate, analyse and present statistical and other information required to report on the work
- Prepare statistics and respond to queries in relation to funding and funding expenditure
- Represent and promote the Irish Local Development Network in relevant forums where required
- Carry out any other duties that may be assigned by the Manager.

The role requires the ability to handle a diverse, high-volume workload. It requires national travel and access to a vehicle. ILDN is a small but growing team committed to supporting its 49 members, their boards and 2,100 staff. The team works on an agile, flexible and integrated basis mirroring the integrated, complementary nature of their members' multiple services. The appointed candidate will be expected to work flexibly across programmes. Emerging and growing policy areas such as climate change work also form part of the postholder's responsibilities as do all themes outlined in the ILDN Strategic Plan 2020 – 2024.

## **Person Specification**

### Essential Skills, Experience and Attributes

- Track Record of Operational Success in achieving demonstrable impacts in the areas of employment services programmes and supports.
- Minimum 4 years' experience in the delivery of employment services/labour activation services
- In-dept knowledge of employment services programmes, contracts as well as the oncoming contracting, commissioning and tendering landscape
- Level 8 qualification or higher in a relevant discipline or equivalent
- Sound knowledge of community development and social inclusion programmes and policies
- Sound knowledge and understanding of the workings of the not-for-profit and community sector and its relationship to government and funders
- In-depth knowledge of labour activation policies and programmes in Ireland
- Sound knowledge of labour activation policies and programmes internationally
- Excellent planning and organizing skills
- Ability to work on own initiative, innovative and flexible in outlook – willing to work outside regular business hours
- Proficiency with statistical/survey/information gathering practices and software
- Proficiency in relevant software and packages including Microsoft Office suite
- Evidence of ability to prioritise workload
- Determined to Drive Change, Committed to Social Inclusion/Justice

### Desirable Skills, Experience and Attributes

- Whilst the role is centred on the delivery of support services, practical frontline experience is also considered is advantageous.
- Knowledge and experience of philanthropic, EU and international funding streams
- Knowledge and experience of governance/reporting requirements in the not-for-profit sector
- Experience of survey and statistical methods and packages
- Experience in the administration of grant programmes
- Experience in the delivery of training
- Experience in the organisation of events
- Knowledge and experience in the area of social enterprise

## **Terms and Conditions**

- Full-time (37.5 hours per week) contract until December 31<sup>st</sup> 2022 is offered, subject to a six-month probationary period. Flexible working is expected.
- The salary is commensurate with qualifications and experience in line with ILDN Project Staff scale.
- Final Terms and Conditions will be discussed at contract stage.
- Work Arrangements/Location – TBC, dependent on COVID arrangements and needs of post.

## **Application Process**

Interested applicants should forward a Suitability Statement (max 2 pages) and completed application form (available here or at <https://ildn.ie/jobs/>) to [manager@ildn.ie](mailto:manager@ildn.ie) CVs may be submitted but not in lieu of a completed application form. No application will be considered without a fully completed application form. No postal applications will be accepted. Closing date for applications is 5pm on April 23rd 2021. Eligible applications will be shortlisted according to how the experience and skills submitted match the needs of the post. There may be more than one round of interviews - a presentation and/or other modes of assessment will be put in place.