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RESEARCH AND EVALUATION OFFICER – SOCIAL INCLUSION AND COMMUNITY ACTIVATION PROGRAMME (SICAP)

Responsibilities:

The Research and Evaluation Officer will be responsible for:

* Developing and operating CCP’s internal SICAP performance management systems in conjunction with the CEO and Programme Co-ordinator.
* Coordinating the development of CCP’s annual planning, mid and end of year reviews and writing-up of reports as required.
* Preparation of required programme returns to the LCDC and Pobal.
* Undertaking socio-economic and demographic analyses of Cork City and specific areas of disadvantage.
* Preparation of qualitative case studies to demonstrate the effectiveness of actions and interventions.
* Carrying out relevant research and evaluation activities with diverse groups using a range of tools such as focus groups.
* Providing expertise to SICAP colleagues and work with them to undertake evaluations of local actions.
* Providing support to local community groups requiring information and assistance in relation to research and evaluation.
* Liaising with other Local Development Companies (LDCs) on research and evaluation work being carried out by CCP in conjunction with other LDCs or the Irish Local Development Network (ILDN).
* Preparation of a quarterly CCP information/news bulletin.
* Representing CCP in relevant external structures.
* Carrying out other relevant tasks assigned from time to time by the CEO or Programme Co-ordinator.

The above duties and responsibilities are not intended to be a complete list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.

The post-holder must be available to work evenings as necessary.

Experience/skills required

* QQI Level 8 in a relevant third level qualification.
* Knowledge of Census Small Area Population Statistics SAPMAP Interactive Mapping Tool, Pobal Maps, Pobal HP Deprivation Index.
* Knowledge of socio-economic and demographic trends in Cork City and nationally.
* Excellent organisational skills, including the capacity to manage complex tasks, work independently and work to deadlines.
* Strong IT skills, in particular knowledge of research IT tools such as SPSS, NVivo, Survey Monkey etc. and the ability to present data in a range of formats and to various audiences.
* At least 3 years research experience, including census profiling, policy and literature review, data collection and collation, research report writing.
* Experience of facilitating consultation and feedback sessions with diverse groups.
* Experience of writing documents, in an accessible format, to publication standard.
* Experience of training delivery and support.
* Excellent verbal and written communication skills
* Car owner with full driver’s licence

Location Cork City

Contract duration To end of 2023. A 6-month probationary period will apply.



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